

Selling flats at Gunters Mead Information for Sellers and Estate Agents

The lease that every flat owner or leaseholder has at Gunters Mead describes a number of important requirements and processes that must be followed when selling their home; these same rules applied to the person who sold the flat to the current leaseholder. It is therefore important that all parties involved in selling a flat see and understand the requirements of the lease.

There is a simple application process that all buyers have to complete; we are keen for flats to sell so we will do our best to make certain this process is as quick as easy as possible. We recommend that any prospective buyer complete and return our application form to us as soon as possible; this will allow us to address any concerns or questions at an early stage.

Notice to sell

You must give Crown Simmons written notice of your intention to sell the flat.

Crown Simmons can accept a surrender (buy) the flat or agree to an assignment (you sell the flat to another party). We will usually agree to assignment.

Authority to sell

If you are not the leaseholder but are selling the flat on behalf of the owner then we will require a copy of a Power of Attorney or Grant of Probate.

Sale Price and Valuation

The lease requires a seller to obtain, at their own cost, a formal valuation of the flat carried out by a member of the RICS (Royal Institution of Chartered Surveyors). *Flats at Gunters Mead are provided as 'affordable' homes; this process helps ensure that they remain affordable to buyers with limited income.*

The valuation is then the maximum price for which the flat can be sold.

It is important that the valuer has sight of a lease in order to provide an accurate valuation.

Please contact Patricia Lownds at Crown Simmons Housing for more information or a copy of our application form:

Patricia Lownds: 01372 461 442 | patricia.lownds@crownsimmons.org.uk | Crown Simmons Housing, Rosemary House, Portsmouth Road, Esher KT10 9AA

This information is provided for guidance only. It is important that you satisfy yourself that you understand and follow the terms of the lease correctly and seek appropriate legal advice if you feel that this is necessary.

October 2014

We are often asked by buyer's solicitors for evidence of a formal valuation. Failure to have a valuation is a breach and may make it difficult to sell your flat.

Leaseholders own either 80% or 90% of their lease (with one or two exceptions remaining). Valuers must provide a valuation which clearly states the 100% valuation and the lower % valuation price.

Note that some of the flats in the Main House have features that must not be changed; this is indicated in Schedule 7 of their lease.

Sale Costs

Note that the lease allows a fee of 0.25% of the sale price to be paid by the seller to Crown Simmons.

This covers our costs in providing pre-contract information and other assistance as part of the sales process.

Preparing the flat for sale

Note that there is a requirement in the lease to decorate the flat in the final part of your occupation.

Crown Simmons will not normally enforce this requirement since buyers will often wish to carry out their own decorations or changes to flats.

However, note that if a buyer demands that this requirement is met then it is the seller's responsibility to do so.

Instructing Estate Agents

If the flat is being assigned and sold on the open market then the seller must instruct an estate agent of their choice to market and sell the flat.

It is important that Crown Simmons are informed of the sale price and given details of the agent selling the flat.

The estate agent must provide Crown Simmons with full details of the buyer so that we can provide the buyer with an application form.

- *Crown Simmons can help market your flat on our website and by letting callers or visitors have your agent details.*
- *We can provide information easily to your agent.*
- *We can provide information for potential buyers.*

Who can buy a flat at Gunters Mead

The lease clearly states the following:-

1. Any buyer must be aged 60 years or older
2. The buyer must not be in full time employment
3. Pets are not allowed without prior written permission from Crown Simmons

1. *If a couple is buying a flat only one person needs to meet this criteria.*
2. *We will apply this requirement but note that leaseholder's circumstances can change after they have purchased their flat.*
3. *We understand the importance of pets for many owners but we also have to consider the well being of neighbours living in close proximity in other flats. We will however consider all requests on a one by one basis.*

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Qualifying person

The lease requires that any prospective buyer must be 'approved as a qualifying person'. All buyers must therefore complete an application process with Crown Simmons. *Crown Simmons want flats to sell so are keen to complete this process as quickly and easily as possible.*

The key elements to this application are:-

1. Basic financial information (*We are not financial advisors but ask for simple information which helps demonstrate to us that you can afford the accommodation now and in the future*)
 2. Doctors letter (*a letter confirming that Gunters Mead and the service we offer meets your needs*)
 3. A meeting with you (*normally held at Gunters Mead and an opportunity for you to meet us, ask questions and for us to explain our services and any work or changes taking place*)
- *This process is designed to make certain that buyers understand what is involved in purchasing a leasehold flat, and the costs or potential costs involved.*
 - *We need to be as certain as reasonably possible that Gunters Mead is suitable for the buyer; meeting with them helps ensure this responsibility is met.*

Independent Living

Gunters Mead is designed for independent living. Residents are expected to be able to look after themselves and their homes or demonstrate that they have close support to allow this. *There is a 24 hour 7 day a week of-site emergency call service to deal with all health, security and maintenance emergencies.*

Crown Simmons do not provide individual assistance and cannot support residents in their homes.

Other costs involved in living in leasehold accommodation

Crown Simmons charge a management fee for looking after Gunters Mead. Other additional charges also apply. *These charges normally apply to major works or to services provided to individual leaseholders.*

We will inform you beforehand if these charges will apply. A separate list of charges is also available from our office.

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