

Retirement Housing Scheme (RHS)

Sellers's Information Sheet



Sussex Housing & Care

Church Bailey, Montague Way, Westham, Pevensey BN24 5NQ

Scheme Manager Office Tel: 01323 460247

I want to sell my property, what do I need to do?

The first step is for the seller to inform the Scheme Manager that the property is to be sold. The SM will need to know details of the property, acting estate agent, asking price and a contact number for the seller. Once an offer has been accepted, please send the Housing Officer a copy of the memorandum of sale. You can obtain this from the estate agents and forward to the email address below.

Rosanne Jones, Housing Officer, Sussex Housing & Care, 24 Sutton Avenue, Seaford, East Sussex. BN25 4LG.

Phone: 01323 87553

Email: Rosanne.jones@sussexhousing.org.uk

1. What is the sales process?

In many respects selling your property operates like a normal sale, where the seller and the buyer mutually agree a purchase price between both parties.

However, like most leasehold properties you must get the consent of your landlord, in this case Sussex Housing & Care, to proceed with the sale transaction. Sussex Housing & Care will carry out an assessment of the potential buyer. This is to ensure the person is eligible for sheltered housing. Eligibility includes age, independence and financial ability to afford service charges and long term maintenance. Once the Regional Manager and the Director of Housing & Care approve the buyer, SHC will instruct their solicitors to act on their behalf. Sussex Housing & Care's consent will be given by way of a formal deed, called a 'Licence to Assign', which you (the seller), the buyer and Sussex Housing & Care will enter into. Sussex Housing & Care's solicitors draw up this deed.

2. What are the selling fees?

You will need to budget for the following:

- A sinking fund contribution, which is a requirement of your lease. This will be 1% of the sales price agreed with your buyer.
- Your solicitors' costs, they will advise you of their fee.

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- Sussex Housing & Care's solicitors costs of £650 plus VAT, plus Official Copy Entries for each registered freehold and leasehold title and lease which needs to be obtained if they are not supplied to our solicitors by your solicitors (£3 per document).
- SHC's solicitor will request an undertaking from the seller's solicitor for both their legal costs and disbursements and for SHC's administration fee of £400. This covers dealing with the assessment and enquiries from the purchaser, including the completion of the management pack. It is normal procedure for the seller to cover this cost for the purchaser when selling a residential leasehold property. In some circumstances, (i.e. where a transaction falls through) the full administration fee may not be charged.

You will need to make sure that any arrears of rent or service charge are paid up to date on completion. Sussex Housing & Care will be able to advise you of any outstanding sums on request. Sussex Housing & Care will inform their solicitors of an up to date rent account prior to completion

To sell your property there will be an 'undertaking' made between your solicitors and Sussex Housing & Care's solicitors, which means that a binding promise is made between the solicitors. In order to make this undertaking your solicitor will almost certainly require funds from you in advance because they will not want to make such a promise without having the money to do so.

3. What tasks are covered by Sussex Housing & Care's solicitors' fee?

The fixed charges above have been calculated based on the estimated time spent to complete the transaction. Sussex Housing & Care's solicitors having acted for the organisation for many years and make a fixed charge in order that you have certainty over the cost.

Here are the tasks Sussex Housing & Care's solicitors do for this cost:

- Take instructions from Sussex Housing & Care.
- Write to your solicitor and the buyer's solicitor to confirm their requirement for the transactions.
- Verify the purchase price of the property for sale.
- Request a management pack from SHC.
- Obtain a copy of the property's registered title from the Land Registry and provide this to the buyer's solicitor together with other documents they will need.
- Draft the documentation and agree this with the seller's solicitor and buyer's solicitor.
- Prepare formal copies of documents for signing by the parties.
- Liaise with Sussex Housing & Care about any queries and find out whether any service charge money is outstanding from you.
- Prepare the completion statement for your solicitors in anticipation of completion; this will include the sinking fund contribution.
- Arrange and deal with the Licence to Assign.
- Take up the Licence signed by the other parties and update Sussex Housing & Care's central records.

4. What tasks are covered by Sussex Housing & Care's administrative fee?

As follows:-

- Provide information to agents valuing the properties and respond to queries.
- Carry out an assessment of the buyer to ensure they meet the criteria for Sussex Housing & Care's sheltered properties.
- Provide answers to the 'Landlord & Management Company' questionnaire, including copies of requested documents, including for example the last three years service charge accounts, insurance documents and fire assessments.
- Respond to queries from buyers, sellers and their solicitors.
- Seal and obtain signatures for the relevant legal documents.
- Calculate any arrears or refunds due on completion.

5. How long will the process take?

The process, from an applicant passing their assessment with Sussex Housing & Care through to completion of the sale, generally takes around six to eight weeks. Sussex Housing & Care's solicitors work as quickly as possible to make sure all the documentation is prepared and sent to the relevant parties.

However, delays do occur and it is usually for reasons unconnected with Sussex Housing & Care's solicitors. Delays can be caused by:

- The time that your searches take to come back and the time your solicitor takes to turn things around.
- Where relevant, delays caused by your property being in a chain.
- The seller taking time to find or get a moving date for new accommodation.
- The parties agreeing a mutual convenient completion date.
- Last minute notification by the seller of the sale

If there is a deadline by which you would like to complete your transfer you will need to ask your solicitors to inform the solicitors of Sussex Housing & Care. We will do our best to meet this timescale where reasonable.

Once the documentation has been agreed between the parties, it can take up to two weeks to for signatures to be obtained by Sussex Housing & Care. The documents need authorised signatures from either Sussex Housing & Care's directors or from voluntary Board members.

6. What are the contact details of Sussex Housing & Care's solicitors?

Our solicitors are Lawson Lewis Blakers, 11 Hyde Gardens, Eastbourne, BN21 4PP