



# Staircasing

At the moment, you share the ownership of your home with Peaks & Plains Housing Trust (the Trust). This leaflet will explain how you can buy more of your home or own it outright... this is called 'staircasing'.

The price you pay for each share you want to buy will depend on the value of your home at that time.

Instead of increasing your share, you may just want to buy it outright, which means you will no longer pay any rent to the Trust. However, if you live in an apartment or a home with communal services (cleaning and maintenance), there will still be a service charge.

If you live in a house, you will normally be granted the freehold title on the property, but in certain circumstances, the Trust may not be able to do this.

## What are the benefits of staircasing?

Most people dream of buying their own home, and you took the right steps towards that goal when you bought your home through the Shared Ownership scheme.

Buying more shares in your home has a number of benefits:

- You reduce the amount of rent you are paying to the Trust or stop paying altogether if you buy your home outright.
- When you decide to sell your home, the more shares you own, the more profit you will make if the value of your home has increased.

## Procedure

A valuation is required on your home, this will need to be completed by a member of the Royal Institute of Chartered Surveyors (RICS). An estate agent, bank or building society valuation is not classed as an independent valuation and will not be accepted.

Complete and return the attached form, to the Trust, letting them know that you would like to buy more shares of your home, or buy it outright. The Trust will then appoint one a RICS accredited surveyor to complete your valuation.

Please note you will be required to pay for the valuation before, the Trust will instruct a valuer.

Once the Trust has received the valuation report we will write to you to acknowledge your application and will confirm the premium for the share you are looking to purchase.

The Trust will ask you to complete the Notice to Proceed form to confirm your acceptance of the premium and to continue with your staircasing.

You will need to appoint a solicitor to act on your behalf, and forward their details to the Trust, who in turn will appoint solicitors to act on the Trust's behalf.

Both solicitors will liaise with each other and complete the paperwork needed to buy the shares.

If you have any more queries about staircasing please speak to your solicitor.

## Repairs, maintenance and home improvement

Under the terms of your lease you need to keep your home to a good standard, this includes redecoration and service of boilers and plumbing to maintain the value of your home.

When you decide to buy more shares, if you have made substantial improvements, which are considered to be over and above the terms of your lease, the surveyor may consider what additional value these have added to your home.

For example, if you're fitting a new kitchen, bathroom, conservatory or extension, these may be considered as improvements that would add value to your home and may be taken into account in the purchase price.

When the surveyor visits your home, please make sure to let them know if you have taken on any improvements. If these are relevant to the value of your home, the surveyor should disregard them so they're not included in the price you would pay to staircase.

Any adjustments in price will be based on the value that improvements bring to the property. The surveyor will also calculate the loss in value should your home need essential repairs.

## What are the costs involved in staircasing?

Every time that you staircase you will need to bear in mind that there will be expenses you need to pay.

Before you decide to staircase, please investigate the fees involved. These could include:

**Administration fee - £240 plus VAT** will be required by the Trust on legal completion for processing a staircasing application.

**Valuation fees** - Required by the Trust in accordance with your lease. This will be request prior to RICS instruction.

**Legal expenses** - Staircasing will involve changes to your existing lease, which will require the services of a solicitor. The solicitor will charge you for this service.

**Mortgage fees** - If you are applying to change lender (remortgage) to buy the additional share, or to get a better interest rate, you will need to pay the lender's valuation fee and possibly a mortgage arrangement fee. You may also have to pay penalty charges to your current lender if you re-mortgage before the end of a pre-agreed deal or product that ties you into a set timescale. If you are not completing final staircasing (to 100%) the Trust will need to approve your remortgage.

**Rent and service charge arrears** - If you are behind with your rent or service charges, you will need to bring these up to date so that the staircasing can be completed.

**For more information, contact the Trust on 0800 012 1311 or email [homeownership@peaksplains.org](mailto:homeownership@peaksplains.org)**



## Intention to Staircase

Please complete and return this form to Peaks & Plains Housing Trust

Your name: .....

Email address: .....

Telephone number: .....

Property address (inc. post code):  
.....

I wish to purchase an additional share in the above property. I currently own \_\_\_\_\_% and wish to purchase an additional \_\_\_\_\_% share.

My solicitor's details : .....

Telephone: .....

Email address: .....

Signed (if co-owners, both shared owners must sign)  
.....

Date: .....

Email: [trust@peaksplains.org](mailto:trust@peaksplains.org) Address: Ropewalks, Newton Street, Macclesfield, Cheshire, SK11 6QJ

Exempt Charity & Registered Society No 7528 | Registered Housing Provider L4472

