

Notification of intention to sell or staircase

Please return your completed form to:

Leasehold Services
Eastlight Community Homes
Eastlight House
Charter Way
Braintree
Essex
CM77 8FG

Or by email: Jade.Ford@eastlighthomes.co.uk

Name:

Address:

.....

.....

Tel.:

Email Address:.....

I wish to:

(Please tick as appropriate)

Sell my share

Purchase additional shares

Purchase remaining share

I enclose a cheque for the valuation fee of £180 (£150 plus VAT)

Alternative payment method will be used to pay fee – invoice to be
Issued by Eastlight

Please supply 3 valuations from local estate agents so these can be considered when the surveyors write their report and determine the valuation. Please be aware that the surveyors determination is based on 'sold' properties – properties where completion has taken place so please bear in mind that the figure may differ from estate agent values as these are asking prices and properties do not necessarily sell for that price. As estate



agents receive commission for the properties they sell, it is in their interest to market a property for a higher value.

Please note, the surveyors will be instructed to take photos of your property whilst carrying out their inspection.

Please detail any improvements you have carried out. The value of any improvements is disregarded from the value, in accordance with the terms of your lease.

Improvement	Date Completed
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Upon receipt of your completed form, the valuation fee and copies of 3 valuations from local estate agents, we will instruct our Independent Surveyor to value your property and your contact details will be passed to them for the purposes of arranging the survey.

The information you provide will be used to process your application to sell your share or purchase further shares. For further information regarding how we may use, store, process and share your personal information please visit our website to view our privacy policy:

<https://www.eastlighthomes.co.uk/policies/privacy-policy/>

This is also available on request.

Declaration

I confirm that the information supplied is true and complete to the best of my knowledge

Signed: Signed:

Print name:..... Print name:

Date:..... Date: