



Selling your Shared  
Ownership home –  
Intention to sell form



**PA** Housing

# Please complete and return the form to the Leasehold Sales Team by:

 resales@pahousing.co.uk or

Property address

.....  
.....  
..... Postcode .....

I acknowledge receipt of the RICS valuation in the sum of £ ..... and I own a ..... % share. Therefore I will be selling my share at £ .....

I agree to pay the Resale administration fee on completion calculated at 1% of the equity share plus VAT.

## Name and contact details to give out for viewings:

Title (Mr/Mrs/Ms/Miss)

.....

First name

.....

Last name

.....

Home tel no.

.....

Mobile tel no.

.....

Email address

.....

## The solicitors I wish to act on my behalf for the sale of my property:

Solicitors

.....

Address

.....

..... Postcode .....

Contact no.

.....

Contact name

.....

Email address

.....

## Property check list

Please complete the information below with items that will be included in the sale of your property. We will use this information to prepare our Sales Particular Sheet for marketing.

Please  for yes.

### Kitchen

Built in oven, hob and extractor fan

Dishwasher included:

Integrated      Freestanding

Fridge/Freezer

Integrated      Freestanding

Washing Machine

Integrated      Freestanding

### Bedroom(s)

Fitted Wardrobes, if yes state which room(s)

.....  
.....

### Storage

Storage cupboards, how many and where

.....  
.....  
.....

Airing cupboard, state where

.....  
.....

### Bathroom

En-suite

Shower over bath

### Type of flooring in the...

Kitchen .....

Please continue on the next page.

Bathroom

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Living room

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Bedroom

---

Hallway

---

### Council Tax Band

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### Parking

Allocated

On a license basis

Parking permit

Own drive

Street parking

None

### Type of heating

Gas

Electric

Storage heater

Communal heating system

### Door entry system

Audio

Video

N/A

### Please send the following via post or email

- > EPC
- > Photographs
- > Form(s)

I can confirm that I wish for PA Housing to market my shared ownership property.

Signed by Leaseholder 1:

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Print name:

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Signed by Leaseholder 2:

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Print name:

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Date:

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How to electronically sign here:

1. Click  Fill & Sign from the panel on the right of your screen.
2. Click  Sign from the centre of the panel at the top of your screen.
3. Select **Add Signature** .
4. Select 'Draw', then sign your name and click 'Apply'.
5. Place your signature next to the 'Signed' field.

 [resales@pahousing.co.uk](mailto:resales@pahousing.co.uk)

 01932 550 055

 [www.pahousing.co.uk](http://www.pahousing.co.uk)

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