

Clarion Housing Association Limited

Staircasing instruction form



CLARION
HOUSING

The information you supply us will be treated confidentially in line with data protection legislation, and only used to process your Staircasing application. We may share this information with our solicitors and surveyors but only in relation to your Staircasing application.

For further details on how your personal information is used, how we maintain the security of your information, and your rights to access information we hold on you, please visit www.clarionhg.com or contact dataprotection@clarionhg.com

Property address:

Which Housing Association did you buy from?

☐ Affinity Sutton ☐ Circle Housing ☐ Clarion

Date originally purchased:

Original full market value:

£

Original purchase price: £

Original percentage purchased:

£

%

Current percentage owned (if different from above)

%

I/we wish to Staircase to/up to:

% (this is subject to the terms of the lease and your affordability)

What changes to your circumstances are enabling you to buy more shares?

Have you had any works done/made improvements to your property?

☐ Yes ☐ No If 'Yes' please list:

Please ensure that these have been registered with Clarion and that you have received consent for all the improvements listed. If consent has not been given you will need to supply receipts/invoices to validate them.

I/we confirm that we will need to pay an agreed sum starting from £220 (inc VAT) to instruct a valuation to be carried out on our property.

I/we confirm by paying for a RICS valuation, I/we will be accepting:

☐ Esurv ☐ Ian Cutts Associates ☐ Frazers (please see attached list for coverage) ☐ Mirus Surveyors
as the required RICS valuer and will progress with the Staircasing according to their valuation report.

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Terms & Conditions

- I am/we are aware that Clarion seek remuneration for associated administration costs in relation to this transaction. This is charged at £250 inc VAT for buying additional shares without owning 100% / £500 inc VAT for staircasing up to 100% ownership and will be collected upon completion
- I/we understand that we will need to pay a valuation fee from £220 inc VAT for a RICS valuation
- I/we understand that our valuation is only valid for 3 months from the date shown on the report and that we may need to pay from £84 (including VAT) for it to be extended at the end of the 3 month period if we have not completed on the transaction.
- I am/we are aware we will also be responsible our own solicitor's costs, and any costs associated with our mortgage lender.
- I/we understand that our rent and service charge account must be kept up to date during the staircasing process and failure to do so may result in our application being delayed.
- I/we understand that staircasing is subject to a financial assessment.
- Under Anti-money laundering regulation, Clarion is responsible for ensuring it has verified all customers and source of funds prior to every transaction. Therefore new due diligence will need to be carried out, to demonstrate identity and source of funds. We will require sight of documentary proof of address, together with acceptable certified photographic ID, such as a passport or photo licence. Copies may be taken and held on file.

If your property was purchased initially in joint names please ensure that both people sign this form.

Telephone number:		Email:	
Address if different from above:			
Signed:		Shared owner's full legal name:	
Signed:		Shared owner's full legal name:	
Date:			

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