



How to buy more shares in your shared ownership property.

If you are a shared owner of a property with A2Dominion, you may want to buy more shares in your home. This process is known as staircasing. You can either buy additional shares in increments, potentially all the way up to 100%, or you can buy the remaining share of your property in one transaction.

Please check your lease for specific information about the minimum percentage you can buy and your entitlement to increase your shares to 100% ownership.

It is important to consider all the costs involved in staircasing before you proceed. We strongly advise you discuss the procedure and likely costs with your solicitor before you go ahead with the transaction.

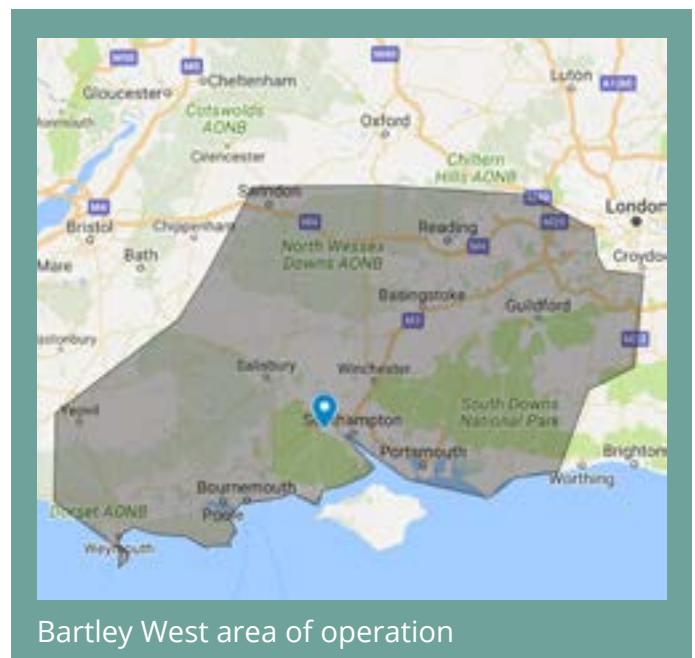
Once you have decided to buy more shares in your home, you will first need to arrange an independent valuation of your property. We recommend you use one of the following surveyors to do this:

Copping Joyce Surveyors Limited

- Copping Joyce covers anywhere within the M25 (this includes all London postcodes).
- Fees are £220.00 inclusive of VAT for a valuation and £70.00 inclusive of VAT for a desktop update.
- 020 7749 1056
- dkolas@coppingjoyce.co.uk
ralford@coppingjoyce.co.uk

Bartley West Limited

- Bartley West covers the areas shown within the map on the next page. This includes the whole of Hampshire, parts of Surrey, Berkshire, Oxfordshire, and Greater London.
- Fees are £220.00 inclusive of VAT for a full valuation and £75.00 inclusive of VAT for a desktop update.
- 023 8086 1123
- info@bartleywest.co.uk



Aspect Surveyors Limited

- Aspect covers the following postcodes:

Area	Postcodes covered
Bromley	All
Chelmsford	CM16, CM18, CM19
Croydon	All
Dartford	All
Enfield	All
Guildford	GU1 - GU7, GU21 - GU23, GU25
Harrow	All
Hemel Hempstead	HP1 - HP13, HP15
Ilford	All
Kingston	All
London	All
Redhill	RH1 - RH12
Romford	All
Slough	SL0 - SL5, SL9
St Albans	AL1 - AL4, AL9, AL10
Sutton	All
Tunbridge Wells	TN8 - TN11, TN13 - TN16
Twickenham	All
Uxbridge	All
Watford	All

- Fees are £195.00 plus VAT for a full valuation and £75.00 plus VAT for a desktop update.
- **020 8446 4808**
- t.jackman@aspectsurveyorslimited.com
www.aspectsurveyorslimited.com

Frazer's Surveyors

- Frazer's only cover the following postcode areas:

Area	Postcodes covered
Croydon	CR0, CR3, CR4, CR5, CR7, CR8
Guildford	GU1 - GU53
Harrow	HA0 - HA9
Hemel Hempstead (Amersham, Aylesbury, Beaconsfield, High Wycombe, Chesham, Princes Risborough)	HP5, HP7 - HP14, HP16, HP27
Kingston	KT1 - KT24
Oxford	OX9 - OX12, OX14, OX44, OX49
Reading (Basingstoke, Bracknell, Henley, Wokingham)	RG1 - RG12, RG18 - RG19, RG21, RG23, RG24, RG26, RG27, RG29, RG30 - RG45
Redhill	RH1 - RH6, RH11 - RH14
Southeast London	SE5, SE19, SE21, SE24, SE25
Slough	SL0 - SL7
Sutton	SM1 - SM7
Southwest London	SW1 - SW20
Twickenham	TW1 - TW20
Uxbridge	UB1 - UB10
West London	W1 - W20
Watford	WD3, WD4

- Fees are £220.00 inclusive of VAT for a full valuation and £70.00 inclusive of VAT for a desktop update.
- **01483 730 909**
www.frazers.co.uk

The valuation will be valid for three months from the date your valuation report was completed. If the staircasing is not completed within the specified time limit, the property will have to be re-valued and you may need to pay another fee. The valuation may also change depending on market conditions, which would result in you having to pay a different amount for the additional shares.

The first step to starting the process is to decide which option you'd like to take for buying more shares:

- **Option A** - you will use one of our recommended surveyors, and have not made any alterations to your property
- **Option B** - you will use one of our recommended suppliers, and you have made improvements or alterations to your property
- **Option C** - you will source your own surveyor (instead of one of our recommended surveyors)

Once you have decided which option applies to you, please read the relevant section below, then follow the steps in this section to buy more shares in your home.

A2Dominion will only consent to the staircasing if your rent and service charge account is up to date. If there are arrears on your account you must clear them before your transaction can proceed.

Option A

Contact the surveyors to organise a valuation for your property. Once your property has been valued, you will receive a valuation report from the surveyor.

Please then complete the **Staircasing instruction** and **Confirmation to proceed** forms from the back of this guide and send these, plus your valuation report, to:

staircasing@a2dominion.co.uk

A2Dominion Staircasing Team
113 Uxbridge Road, London, W5 5TL

Once we receive these we will instruct our solicitors to commence legal work on your staircasing within five working days. A copy of that instruction will be sent to your solicitor.

Option B

Please complete the **Staircasing instruction** and **Improvements Disclosure** forms at the back of this guide and send to us at the address below before you instruct surveyors to value your property:

staircasing@a2dominion.co.uk

A2Dominion Staircasing Team
113 Uxbridge Road, London, W5 5TL

The Staircasing Team will then email the surveyors with details of the improvements that can be taken into account. Once the surveyor receives those from us they will contact you to survey your property.

Following the survey you will receive a valuation report for your property. Please then complete the **Staircasing instruction** and **Confirmation to proceed** forms from the back of this guide and send these, plus your valuation report to the address above.

Once we receive these we will instruct our solicitors to commence legal work on your staircasing within five working days. A copy of that instruction will be sent to your solicitor.

Important: We will check your rent and service charge account before sending alterations and improvements details to the surveyor. We will only send the surveyors details of alterations or improvements that have previously been approved by our Residential Services department.

We may require proof that the improvements were approved. The surveyors will only accept improvements provided to them directly from the Staircasing Team. We will also send them your contact details so they can contact you to book in your survey.

Option C

The surveyor must be registered with the Royal Institution of Chartered Surveyors (RICS).

Please complete the **Staircasing instruction**, and **Improvements Disclosure** (if applicable) forms from the back of this guide and send these to us at the address below before you instruct the surveyors to value your property:

staircasing@a2dominion.co.uk

A2Dominion Staircasing Team
113 Uxbridge Road, London, W5 5TL

Once you receive written consent from us to use your selected surveyors, you can then contact them to arrange your property survey.

You will need to provide your surveyor with a copy of your lease before they carry out the valuation. You can order a copy from Land Registry if you are unable to locate your lease.

Following the survey you will receive a valuation report for your property. Please then complete the **Confirmation to proceed** form from the back of this guide and send this, plus your valuation report to the address above.

Once we receive these we will instruct our solicitors to commence legal work on your staircasing within five working days. A copy of that instruction will be sent to your solicitor.

Important: You will need to ask your surveyor to provide two valuation figures; a valuation without improvements and a valuation that includes them.

What happens once I complete?

If you have bought 100% of your property

You will no longer have to pay us rent. However if your property is an apartment, or a house on an estate with communal facilities, you may still have to pay service charges and ground rent.

You are now classified as a Leaseholder if you own an apartment, or a Freeholder if you own a house. If you do not pay us a service charge and or ground rent you will have no more dealings with us.

If you have not staircased to 100%

Your new rent and service charges will still be payable and we will adjust your account and Direct Debit accordingly within 10 days of our solicitor informing us that your staircasing has completed.

We will write to you to confirm your new rent and service charges. If you have any credit on your account you can contact the Income Team on **0800 432 0077** to arrange for this to be refunded to you.

Your questions answered

How will you work out the purchase price of the shares?

When you staircase you buy the extra shares at the 'current market value' of the property. For example, if you want to buy an extra 25% and your property is valued at £350,000, the purchase price will be £87,500.

What is the smallest share I can buy?

You may increase your ownership in separate stages, or in one stage, to 100% (depending on what your lease will allow). You have to buy at least 10% of the unsold equity each time.

What if I have made improvements to my property?

When you apply to staircase, please tell us about any improvements you have carried out. Please remember that you need our permission before carrying out any improvements to your home.

What costs will I be expected to pay for staircasing?

As well as the valuation fee and valuation update (if needed), you will also be responsible for all legal costs connected with the staircasing transactions.

You may also have to consider stamp duty costs (your solicitor will be able to go into more details about this) and mortgage arrangement fees.

What improvements will we take into account?

We will consider improvements such as:

- double glazing
- a new fitted kitchen or bathroom
- installing central heating
- loft conversions
- conservatories.

If you want to make an improvement to your property you must contact Residential Services to ask permission before you start work.

General maintenance, repair and redecoration are not treated as improvements. If you were asked to carry out any work when you originally bought the property, this is also treated as maintenance and repair.

Will I still have to pay A2Dominion for my building insurance after completion?

If you own a house and have bought 100% of your property A2Dominion may still be required to provide building insurance cover, which means you will be required to contribute to this cost.

Please refer to your lease to see if this is applicable to you, your solicitors should also be able to advise you on this. If your solicitors are unable to advise you on this please contact our Residential Services Team on [0800 432 0077](tel:08004320077) for further advice.

You will need to arrange for your own building insurance cover if A2Dominion are no longer required to provide this. However, if you live in an apartment and pay service charges, and have bought the full 100% of your apartment, you will continue to pay your monthly building insurance to us through your service charge.



Staircasing instruction form

Please complete all sections of the form and send it by email to staircasing@a2dominion.co.uk or by post to A2Dominion Staircasing Team, 113 Uxbridge Road, London W5 5TL.

CONTACT DETAILS To be completed by all leaseholders

Full name

Address

Phone number

Mobile number

I will be using Aspect Surveyors

I will be using Independent RICS surveyors
I have sourced myself

I will be using Bartley West Surveyors

**Please now complete the
Surveyor's information section below**

I will be using Copping Joyce Surveyors

I will be using Frazer's Surveyors

SURVEYOR'S INFORMATION You only need to complete this section if you are using Independent RICS surveyors you have sourced yourself.

Company name

Address

Contact number

Once we receive your completed form we will contact the surveyors and then write to you to confirm whether we consent to you using them.



Confirmation to proceed form

Please complete all sections of the form and send it by email to staircasing@a2dominion.co.uk or by post to A2Dominion Staircasing Team, 113 Uxbridge Road, London W5 5TL.

Full property address

I have received my valuation and the report says my property is worth £

I currently own % I would like to buy an additional %

The price of the additional percentage I wish to buy based on the value of my property in my valuation report is £

The solicitor who will be acting for me/us in purchasing my/our additional percentage is

Contact name

Address

Contact number

Email address

I/we understand that my/our staircasing transaction must complete within three months from the date of my property valuation

Applicant one signature Date

Applicant two signature Date



Improvements disclosure form

Please complete this form with any approved alterations and improvements that you wish to be considered and send it by email to staircasing@a2dominion.co.uk or by post to A2Dominion Staircasing Team, 113 Uxbridge Road, London W5 5TL.