

|                    |   |
|--------------------|---|
| <b>Policy Name</b> | <b>Policy for a Partial Owner to sell back a property</b> |
| <b>Policy No.</b>  | <b>042</b>  |

**The Partial Owner will be expected to comply with this policy before the Guernsey Housing Association (GHA) is able to buy back the property.**

1. A valuation can only be instructed if the property is in good order. The lease agreement states that the property will be valued at the market rate based on the premises being 'complete and in good repair and condition'. If the property is not in a good state of repair, a valuation cannot be carried out. The property cannot therefore be sold back to the GHA.
2. The GHA Maintenance Inspector and the Housing Officer will meet the partial owner at the property to inspect it and check that it is in good order. If any work is required to bring the property into a good condition, then the GHA Maintenance Inspector and the Housing Officer will go over what is needed with the partial owners and complete the void inspection forms (see Appendix D.) It is the responsibility of the Housing Officer to take the void inspection forms to the meeting and to ensure that all parties sign and agree the forms. The Housing Officer will copy the forms and send one to the partial owner.
3. The partial owner will carry out all work, as detailed in writing as requested in point 2. Once this has been completed, the partial owner must contact the GHA Maintenance Inspector and the Housing Officer to arrange another meeting at the property to agree the works have been completed satisfactorily. The Maintenance Inspector will ensure that it meets the minimum lettable standards as stated in Policy 044.
4. The leaseholder will choose one RICS registered independent valuer from the list in Appendix A and confirm to the Housing Officer in writing the chosen valuer. The GHA will instruct the valuer to carry out the valuation. The partial owner will be re-charged the valuation fee by the GHA unless the applicant is purchasing a property in the private sector in which case GHA will cover this cost. Each independent valuer will charge a different amount. Once the valuation has been received it will remain valid for 3 months. During this period the partial owner is not able to request another valuation from a different valuer.
5. GHA's Development staff and the Housing Officer will fill out the valuation form (green and blue fields in Appendix C) before sending it to the valuer together with information on previous partial owner sell backs (Appendix B). The valuation form is for internal use only between the valuer, the GHA and the partial owner.
6. The valuer must complete the fields in yellow in the valuation form and return it to the GHA, who will then forward a copy to partial owners after payment has been received.
7. Once the GHA has received the valuation and payment, the GHA will draw up the surrender document and arrange an appointment for the partial owner to come into the GHA office to sign it within 8-10 days.
8. The property will then be returned to the GHA after three months. During this period, the partial owner must allow the GHA access to do viewings for the next potential owners.

## Exceptions

9. The GHA will only accept a valuation of a property in poor repair or condition from a valuer with prior agreement under exceptional circumstances. For example a partial owner who is deceased, or a relationship split with outstanding loans and/or mortgage debt. The Maintenance Inspector and Housing Officer will need to meet with the next of kin or leaseholders at the property and agree what works need to be carried out to bring it back into good condition.
10. If the next of kin or leaseholders are unable to carry out the works as agreed by the Maintenance Inspector and Housing Officer, then the property will need to be valued as if the property is in good condition. The GHA will need to agree to accept a valuation on the property that requires work to bring it up to a good standard. The valuer will need to complete the Valuation Form (Appendix c) along with a Schedule of work that need to be done.
11. The leaseholder or next of kin if applicable will choose a valuer from the list in Appendix A. The leaseholder or next of kin if applicable, will confirm in writing the chosen valuer. The GHA will instruct the valuer to carry out the valuation and the Schedule of works survey. The leaseholder will be re-charged the valuation fee and schedule of work survey by the GHA (this will be paid out of any payment due to the leaseholder if there is equity from the property, if there is no equity the leaseholder will be re-charged.)
12. The valuer will state the costs of the works required to bring the property up to a good condition and repair by providing a Schedule of work survey. A higher valuation fee will be charged from the valuer to calculate the additional costs.
13. This needs to include void costs and any administration costs incurred by the GHA staff. Once work has been agreed, the account will be created detailing all costs incurred and if any surplus in favour of the tenants, the GHA will refund.
14. The GHA will buy the property back valued as if it is good condition and deduct the costs of the maintenance works, administration and the void costs required from the equity. If there is insufficient funds to cover this in the equity then the leaseholder will be required to pay from savings or in instalments. If the leaseholder is deceased the outstanding funds will need to be recovered from their estate.
15. If there is any dispute over the valuation or costs of the works required to bring the property up to a good standard, as stated in the lease – ‘The decision of the valuer shall be final and binding on the parties of the Lease.’

## Appendix A

### RICS registered valuers

| Valuer           | Name              | Address   | Contact Number | Email address  |
|------------------|-------------------|---|----------------|--|
| BTP Ltd          | Daniel Blondel    | New Jetty<br>White Rock<br>St Peter Port<br>Guernsey<br>GY1 2LL | 725669         | <a href="mailto:dblondel@btp.gg">dblondel@btp.gg</a>               |
| BTP Ltd          | Philip Touzeau    | New Jetty<br>White Rock<br>St Peter Port<br>Guernsey<br>GY1 2LL | 725669         | <a href="mailto:ptouzeau@btp.gg">ptouzeau@btp.gg</a>               |
| Hunt Brewin      | Julian Hunt       | Kingsley House<br>Clifton<br>St Peter Port<br>GY1 1JR           | 728236         | <a href="mailto:julian@huntbrewin.com">julian@huntbrewin.com</a>   |
| Hunt Brewin      | Peter Brewin      | Kingsley House<br>Clifton<br>St Peter Port<br>GY1 1JR           | 728236         | <a href="mailto:peter@huntbrewin.com">peter@huntbrewin.com</a>     |
| Stillwell and Co | Russell Stillwell | PO Box 267,<br>St Peter Port,<br>Guernsey<br>GY1 3QY            | 235035         | <a href="mailto:stillwell.co@cwgsy.net">stillwell.co@cwgsy.net</a> |


## Appendix B

### An extract from partial owner sell back information since 2010

*This information will need to be supplied to the valuer **each time** a property is sold back. The excel spreadsheet will need to be updated whenever a sell back takes place. The file is stored under Company Policies\042 Leaseholder to dispose PO property*

| <b>Development</b> | <b>Date of Sale</b> | <b>Value</b> | <b>Property Type</b> |
|--------------------|---------------------|--------------|----------------------|
| 1-8 Victoria       | 21/10/2010          | £325,000     | 3 bed house          |
| 9-17 Victoria      | 01/11/2010          | £340,000     | 2 bed house          |
| Hougue a la Perre  | 31/10/2011          | £280,000     | 2 bed house          |
| Hougue a la Perre  | 22/02/2012          | £255,000     | 1 bed flat           |
| Hougue a la Perre  | 10/01/2013          | £330,000     | 2 bed house          |
| Roseville          | 28/03/2013          | £400,000     | 4 bed house          |
| Clos Pierre        | 31/07/2013          | £255,000     | 1 bed flat           |
| Hougue a la Perre  | 25/11/2013          | £350,000     | 2 bed house          |
| Clos Pierre        | 14/12/2013          | £260,000     | 1 bed flat           |
| Rue Jamouneau      | 26/06/2014          | £285,000     | 1 bed house          |
| Clos Pierre        | 14/07/2014          | £272,500     | 1 bed flat           |

## Appendix C

| PARTIAL OWNERSHIP VALUATION FORM   |                      | All yellow fields to be completed by the valuer |                                    | <br>GUERNSEY HOUSING ASSOCIATION |                                 |
|--|----------------------|---|------------------------------------|---|---------------------------------|
| <b>Applicant's Details</b>   |                      |   |                                    |   |                                 |
| Name   | <input type="text"/> | Tel   | <input type="text"/>               |   |                                 |
| Property Code  | <input type="text"/> |   |                                    |   |                                 |
| <b>Property Details</b>  |                      |   |                                    |   |                                 |
| Please type the address in this box  |                      |   |                                    |   |                                 |
| <input type="text"/>   |                      |   |                                    |   |                                 |
| Description and type of property <input type="text"/>  |                      |   |                                    |   |                                 |
| Year of Construction   | <input type="text"/> | Year of construction                            | <input type="text"/>               |   |                                 |
| Year of Extension  | <input type="text"/> | Year of Extension                               | <input type="text"/>               |   |                                 |
| Year of Conversion   | <input type="text"/> | Year of Conversion                              | <input type="text"/>               |   |                                 |
| Stage of Construction  |                      |   |                                    |   |                                 |
| Construction   | <input type="text"/> |   |                                    |   |                                 |
| Percentage of the property with a flat roof  |                      |   |                                    |   | <input type="text" value="0%"/> |
| Accommodation  |                      |   |                                    |   |                                 |
| Living rooms   | Bedrooms             | Bathrooms                                       | Kitchens                           |   |                                 |
| WCs (not in bathrooms)   |                      | Garages   |                                    |   |                                 |
| Does the property have an allocated parking space for the resident's   | <input type="text"/> | Answer  | If not, is there communal parking? | <input type="text"/>  | Answer                          |
| Services   | Gas?                 | Drainage?                                       | Telephone?                         |   |                                 |
| Does the valuation include carpets and curtains? <input type="text"/>  |                      |   |                                    |   |                                 |
| Is there a service charge? <input type="text"/>  |                      |   |                                    |   |                                 |
| Who is responsible for roads within the developments? <input type="text"/>   |                      |   |                                    |   |                                 |
| Are there any obvious rights of way/easements adversely affecting the property or essential for the use of the property? - please detail below |                      |   |                                    |   |                                 |
| <input type="text"/>   |                      |   |                                    |   |                                 |
| Are there any shared access ways to the property/ garage/ ancillary buildings? - please detail below   |                      |   |                                    |   |                                 |
| <input type="text"/>   |                      |   |                                    |   |                                 |
| Is the property visibly affected by movement? <input type="text"/>   |                      |   |                                    |   |                                 |
| Is the movement long-standing and non-progressive? <input type="text"/>  |                      |   |                                    |   |                                 |
| Is the movement likely to be progressive?  |                      |   | Is the saleability affected?       |   |                                 |
| Is a structural engineer's report required? <input type="text"/>   |                      |   |                                    |   |                                 |

**General remarks**

Please comment on any other factors and saleability (please continue on a separate sheet if necessary)

Do you consider the property to form suitable security for mortgage purposes?

Have you valued the property as social housing?

Property valuation

Is the property in good condition?

This report and valuation has been obtained by the Guernsey Housing Association from a valuer or firm of valuers. This form is for valuation purposes only.

**Declaration by valuer**

Name of valuer

On behalf of (name of firm)

RICS No.

Qualifications

Valuer Panel ref no.

Address of firm

Date

Valuer charge

Signature

Appendix D.1

**Notification of Void - for office use**

|  |                      |   |
|--|----------------------|---|
| <b>Tenants Name</b>  | <b>Address</b>       | <b>Housing Officer</b>                  |
| <b>Void Notification Date</b>  |                      |   |
| <b>Date Maintenance Inspector Notified By Email</b>                            |                      |   |
| <b>Date Services Notified Advise to put into GHA's Name Electric/Water/Gas</b> |                      |   |
| <b>Nominated Tenant</b>  | <b>GHA</b>           | <b>HOUSING</b>                          |
| <b>Transfer</b>  | <b>Yes</b>           | <b>No</b>                               |
| <b>Agreed First Joint Inspection Date</b>                                      | <b>Handback Form</b> | <b>Filled Out</b>                       |
|  | <b>YES</b>           | <b>NO</b>                               |
| <b>Agreed Second HO Inspection Date</b>  | <b>HO Comments</b>   |   |
| <b>Date Agreed For Keys To Be Returned (Before 12.00pm Friday)</b>             |                      | <b>Deposit Paid For Late Return £20</b> |
| <b>Keys being handed over at property</b>                                      |                      | <b>Yes/No</b>                           |
| <b>Shorter Notice Period</b>   | <b>Yes/No</b>        | <b>Date</b>                             |
| <b>Death Of Tenant</b>   | <b>NOK Name</b>      | <b>NOK Contact Details</b>              |
| <b>Any Other Agencies</b>  |                      |   |

Appendix D.2

**End Of Tenancy Void Check List (for office use)**

**1st Inspection**

|  |                             |                        |
|--|-----------------------------|------------------------|
| <b>Tenants Name</b>                    | <b>Address</b>              | <b>Housing Officer</b> |
| <b>Tenancy End Date</b>                |                             |                        |
| <b>Agreed Date Keys To Be Returned</b> | <b>List of Tenant Keys</b>  |                        |
| <b>Stopcock Location</b>               | <b>Trip switch Location</b> |                        |
| <b>Front Garden</b>                    | <b>Comments</b>             |                        |
| <b>Back Garden</b>                     | <b>Comments</b>             |                        |
| <b>Shed</b>                            | <b>Comments</b>             |                        |
| <b>Kitchen</b>                         | <b>Comments</b>             |                        |
| <b>Washer/Dryer Cupboard</b>           | <b>Comments</b>             |                        |
| <b>Lounge</b>                          | <b>Comments</b>             |                        |
| <b>Downstairs Toilet</b>               | <b>Comments</b>             |                        |



|                          |                 |
|--------------------------|-----------------|
|                          |                 |
| <b>Hall/Landing</b>      | <b>Comments</b> |
| <b>Storage Cupboards</b> | <b>Comments</b> |
| <b>Bathroom/Wetroom</b>  | <b>Comments</b> |
| <b>Bedroom 1</b>         | <b>Comments</b> |
| <b>Bedroom 2</b>         | <b>Comments</b> |
| <b>Bedroom 3</b>         | <b>Comments</b> |

Appendix D.3

End of Tenancy Void Check List (for office use)

2nd Inspection

|  |                           |                         |
|--|---------------------------|-------------------------|
| <b>Name</b>                            | <b>Address</b>            | <b>Housing Officer</b>  |
| <b>Tenancy End Date</b>                | <b>Forwarding Address</b> | <b>£20 Deposit Paid</b> |
|  |                           | <b>Yes / No</b>         |
| <b>Agreed Date Keys To Be Returned</b> |                           |                         |
| <b>Front Garden</b>                    | <b>Comments</b>           |                         |
| <b>Pass/Fail</b>                       |                           |                         |
| <b>Rear Garden</b>                     | <b>Comments</b>           |                         |
| <b>Pass / Fail</b>                     |                           |                         |
| <b>Kitchen</b>                         | <b>Comments</b>           |                         |
| <b>Pass / Fail</b>                     |                           |                         |
| <b>Lounge</b>                          | <b>Comments</b>           |                         |
| <b>Pass / Fail</b>                     |                           |                         |
| <b>Downstairs Toilet</b>               | <b>Comments</b>           |                         |
|  |                           |                         |

|                         |                 |
|-------------------------|-----------------|
| <b>Pass / Fail</b>      |                 |
| <b>Hall/Landing</b>     | <b>Comments</b> |
| <b>Pass / Fail</b>      |                 |
| <b>Bathroom/Wetroom</b> | <b>Comments</b> |
| <b>Pass / Fail</b>      |                 |
| <b>Bedroom 1</b>        | <b>Comments</b> |
| <b>Pass / Fail</b>      |                 |
| <b>Bedroom 2</b>        | <b>Comments</b> |
| <b>Pass / Fail</b>      |                 |
| <b>Bedroom 3</b>        | <b>Comments</b> |
| <b>Pass / Fail</b>      |                 |

**Appendix D.4****For Partial Owners****Important please read the following below:**

- All keys must be returned on agreed date
- All light bulbs must be left in working order
- All personal items must be removed, unless previously agreed
- All refuse must be removed from the property
- All carpets/blinds/curtains must be left unless previously agreed
- Property must be left in a clean and tidy condition, ready for the next tenant, including garden/outside area
- Do not ask for any of the services to be disconnected GHA will arrange for final readings
- Housing Officers Comments:

I have read and understood the above list. Anything left outstanding will be arranged by GHA and charged out at an hourly rate and recharged to me as the tenant.

**Partial Owners Signature**

.....

**Housing Officer Signature**

.....

**Date**

.....

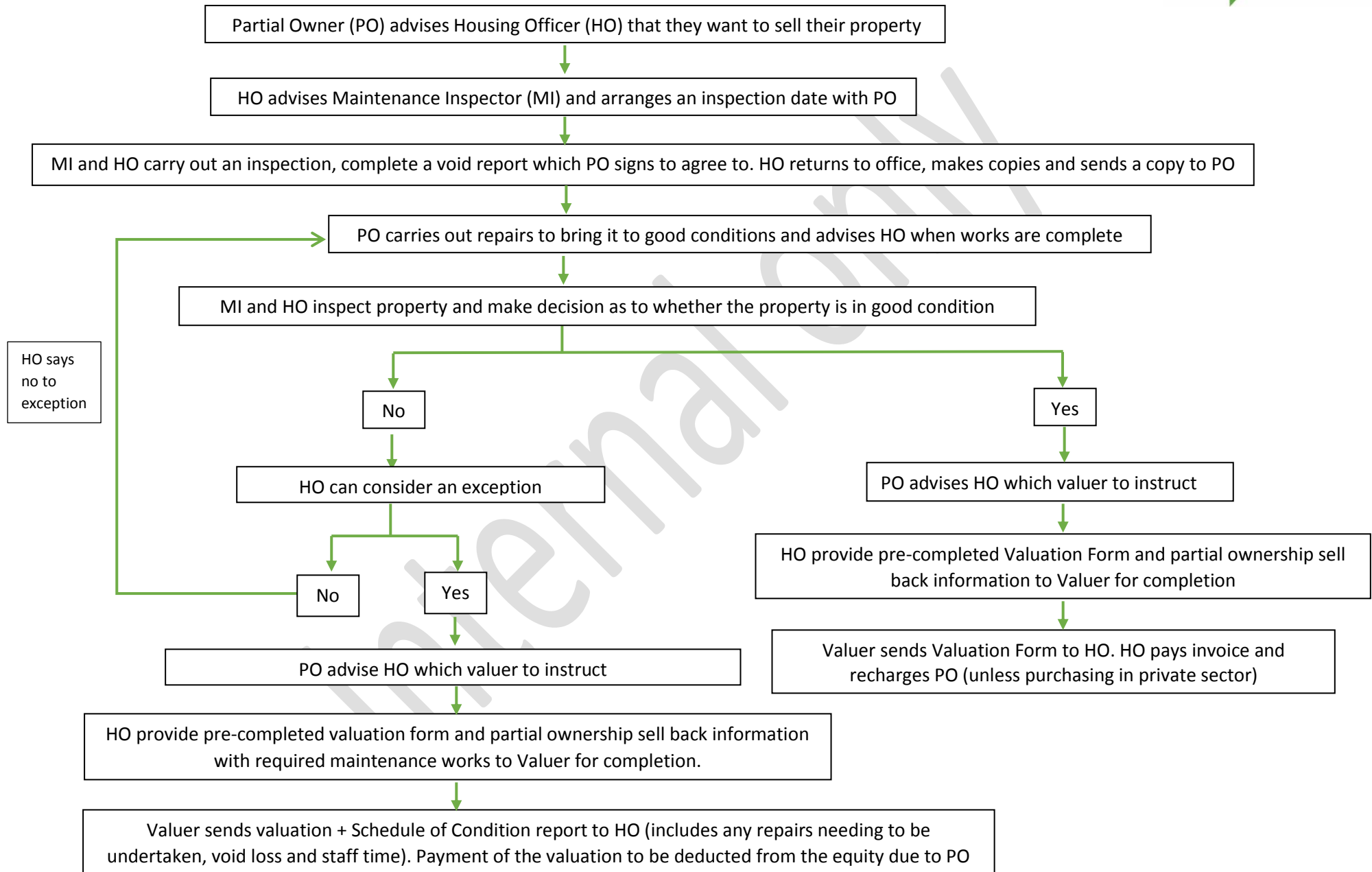
.....

**Maintenance Inspector Signature**

.....

Appendix E

PARTIAL OWNERSHIP SELL BACK PROCESS



HO says no to exception