

Please use this form to let us know you want to buy more shares in your shared ownership home.

Please return your completed form to leaseholdteam@alliancehomes.org.uk.

Property

Address:

Date purchased:

Applicant(s) details

Applicant 1

Applicant 2

Full name:

Contact telephone:

Contact email:

I / We hereby give notice that I / We intend to purchase further shares of the property above.

Ownership

Current share % + Proposed increase % = Intended ownership %

How do you intend to fund the purchase of further shares?

Home improvements

Please list in the space below any major home improvements you have made to your property (at your cost). **Only** improvements that add value will be considered as part of your intention in staircase, these improvements will be disregarded in the valuation of your home.

Valuation and survey

To enable Alliance Homes to provide you with a purchase price to buy additional shares, your property **must** be valued by a Royal Institute of Chartered Surveyors (R.I.C.S.) qualified surveyor (as detailed in your lease). You are responsible for the cost of the survey (average cost £350) and you **must ensure** the survey report is in **both your name** and that of **Alliance Homes**. We will require a copy of this valuation report as soon as you have it.

RICS valuation attached/enclosed

Yes

To follow

Further information about staircasing and the valuation/survey report can be found in our '[Guide to Staircasing](#)' which is available, upon request. A valuation report from an Estate Agent will **not** be considered.

Declaration and signatures

I/We undertake to pay Alliance Homes' admin fee for processing our staircasing request (which will be confirmed in writing on completion of the staircasing). I/We understand that the valuation is valid for only 3 months and should the staircasing transaction not complete during this time, a new valuation will be required at our expense.

Applicant 1

Date

Applicant 2

Date

(to be signed by both parties where the lease is in joint names)

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