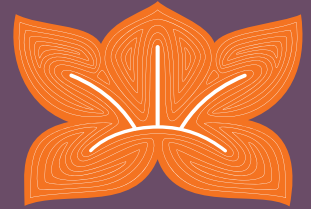


Reference:
(FOR OFFICE USE ONLY)



Nottingham Housing

Staircasing instruction form

LiveLife

About you

Title (please tick)

First person applying

Mr Mrs Miss Ms

Other _____

Second person applying

Mr Mrs Miss Ms

Other _____

First name

Last name

Date of birth

Relationship to first person

Daytime phone number

Evening phone number

Mobile number

E-mail address

Your address

Postcode



I own a _____% share and would like to buy a further _____% share in the home. The price is based on the enclosed valuation report.

I have worked out that the price for the further share will be £_____. This is the value of the home without improvements.

I have instructed the following solicitor to act for me (or us).

Name: _____

Address: _____

Phone number: _____

E-mail address: _____

Declaration

It is a criminal offence to knowingly or recklessly make a false declaration or withhold information that is reasonably needed in connection with your application.

I understand the staircasing must complete within the timeframe set out in the lease (usually three months). This time starts from the date on the valuation report.

I understand I must pay any debts I owe to Notting Hill Housing before the sale completes.

I may be owed rent when I complete the staircasing. I understand that I need to contact my Property Management Officer, in writing, for the refund.

I confirm the valuation is from one of the listed surveyors and is not a mortgage valuation.

First person's signature: **Date:**

Second person's signature: **Date:**

Please check that you have answered all sections and signed the form, then send it back to us in the prepaid envelope. If you need any help, please phone us on 020 8357 4444.



NottingHillHousing

Notting Hill Home Ownership

Bruce Kenrick House, 2 Killick Street, London, N1 9FL

Phone: 020 8357 4444 | E-mail: sales@nhhg.org.uk

Website: www.nottinghillhousing.org.uk

