

## Nomination Fee: £1,350 or 1 percent of the sale price\* (whichever is lower)

1. Receiving notice of assignment
2. If applicable, contact Local Authority for nominations and Housing 21 waiting list to advise your property is available for sale
3. Advertising on Housing 21 and Elderly Accommodation Counsel (EAC) websites and make regular updates during our nomination period
4. Dealing with all calls between potential buyers and vendor, during the nomination period
5. Review of application forms, as necessary, to negotiate sale
6. Arranging viewings with potential buyers via the local manager
7. Receive and negotiate offers between purchaser and vendor
8. Regular updates to vendor and buyer
9. Local manager's commission

## Administration Fee: £620 or 0.5 percent of the full market value\* (whichever is lower)

1. Provide support and guidance on the selling process, including the nomination period
2. Set up resale file and carry out all associated tasks and administration
3. Management of the procedure for giving and receiving the Notice to Assign/ Surrender
4. Preparation and issue of Vendor's Pack
5. Management of process for obtaining the independent RICS valuation
6. Outside the nomination period, liaising with vendor and Estate Agent to ensure property information is correct
7. Ensure the purchaser is in the process of selling their property when purchasing shared ownership properties
8. Conduct a financial assessment of the purchaser to ensure that the purchase is affordable and sustainable
9. Prepare interview pack and arrange interview between buyer and local manager
10. Issue Memorandum of Sale to Housing 21 solicitor
11. Issue of purchaser approved letter - with copy of interview to the buyer
12. Issue of updated Vendor Pack, as required
13. Update calls/ chasing calls from vendors/ buyers, outside the nomination period
14. Dealing with solicitor enquiries and liaising with Housing 21 solicitors
15. Liaising and agreeing completion date, organising the issue of the completion statement and dealing with the formal notification of completion
16. Undertaking all administration tasks to ensure new resident is placed on our systems
17. To undertake all final administration processes post completion

\*Administration and nomination fees are reviewed annually on 1 April in line with January Retail Price Index. \*\*Note, some leases include a specific charge. In such cases, we will collect the amount permitted under the terms of your Lease. Please refer to your lease for details.

