

The background of the slide is a photograph of a row of modern, two-story red brick houses. The houses have grey roofs, grey doors, and grey window frames. They are set against a clear blue sky. In the foreground, there is a paved road and some small plants.

Resales Policy

The processes, eligibility and
conditions of selling your home

August 2025

Resales policy

This policy outlines SNG's (Sovereign Network Group) approach to the resale of Shared Ownership homes. It ensures that shared owners who wish to sell their share have access to a clear, fair process that aligns with their lease obligations.

The policy also ensures compliance with regulatory requirements, promotes transparency, and supports SNG's commitment to sustainable and inclusive homeownership.

This policy aims to:

- Outline the process shared owners must follow when selling their share in a Shared Ownership property.
- Ensure resales are carried out in line with lease terms, and relevant legal requirements.
- Provide clear responsibilities for SNG, shared owners, and potential buyers.
- Maintain affordability and accessibility within SNG's Shared Ownership portfolio.
- Support the re-marketing of homes to eligible buyers as defined in the lease or funding agreements.

This policy applies to:

- All existing shared owners of SNG who wish to sell their share.
- All properties owned or managed by SNG that are subject to Shared Ownership leases.
- All internal departments involved in Shared Ownership transactions.

Resale process overview

Notification of intention to sell

- Shared owners must inform SNG in writing of their intention to sell their share. They can do so through SNG's online portal or contacting SNG's Resales Team via email or phone.
- A Royal Institution of Chartered Surveyors (RICS) accredited valuation is required to determine the current market value of the property.
- Valuations are typically valid for 3 months, however if the shared owner is only selling their share then SNG will honour the valuation for 12 months. If the sale is not completed within this period, then a new valuation may be required.

Nomination period

- SNG will be given a 'nomination period' to find a buyer for the shared owners property. The length of the nomination period will be stated in the shared owners lease, however, SNG agree to reduce this to 4 weeks in all cases.
- During the nomination period SNG will market the property through online portals, currently SNG's website and Share to Buy (subject to change).
- SNG will consider waiving the nominations period in exceptional circumstances.

Marketing and eligibility

- Properties will be marketed at the RICS valuation price.
- Buyers must meet the eligibility criteria for Shared Ownership set by Homes England.
- Some leases and planning agreements require buyers to have a local connection to the area. SNG will follow the guidance set out in the lease/planning permission.

End of nomination period

If no eligible buyer is found within the nomination period, the shared owner is free to market their home through an estate agent. In most cases, the shared owner can advertise their property for purchase at:

- Their current share value, and/or
- The full market value (known as back-to-back staircasing).

The purchase of any property in which SNG own a share will require SNG's approval.

Back-to-back staircasing

If a shared owner does not already own 100% of the property but wishes to sell at full market value then back-to-back staircasing (also known as a simultaneous sale) will be required.

- The incoming buyer purchases 100% of the property.
- The outgoing seller receives the proceeds for their share of the property.
- The outstanding sum needed to buy SNG's share is funded by the incoming buyer.
- The higher of the RICS valuation or sale price will be used to calculate the cost of the final staircasing transaction.
- Check with SNG before selling at 100% as some homes will have an 80% cap on the share that can be purchased.

Valuation

A current RICS valuation is required before a shared ownership property can be marketed. The property must be advertised at the RICS valuation price throughout the nomination period. If the nomination period is waived, the RICS valuation must still be upheld during the first four weeks of marketing.

If the property is not sold during the nomination period, the seller may choose to continue marketing it at the RICS valuation or adjust the price, either higher or lower, based on current market conditions. Any proposed change to the marketing price must be submitted in writing to SNG for approval. SNG will confirm in writing whether the revised price is approved before the seller may proceed.

This process exists to reduce the risk of buyers entering negative equity and to protect sellers from undervaluing their property. Once a marketing price is approved, it is fixed and non-negotiable – offers above or below this price will not be considered. Should a further price amendment be required, it must be requested and approved through the same process as above.

In cases where the seller is staircasing to 100% ownership and simultaneously selling the property, the value of the final share will be based on the higher of the RICS valuation or sale price achieved.

Legal and financial responsibilities

- All legal costs, including conveyancing and valuation, are the responsibility of the selling shared owner.
- An administration fee for selling is charged by SNG for processing the resale. This is currently either 1% of the share value or a reasonable fee depending on what is stipulated in the lease.
- Any outstanding arrears or breaches of lease must be resolved upon completion of the resale.

Restrictions on resale

Certain properties may have additional restrictions in place due to:

- Designated Protected Area (DPA) status.
- Section 106 Agreements limiting who can buy the home or how much can be staircased.

SNG will assess each case based on the lease and planning conditions.

Equality, diversity and inclusion

SNG is committed to ensuring that all applicants and shared owners are treated fairly and without discrimination in accordance with the Equality Act 2010. This policy will be applied consistently to all, regardless of background or protected characteristics.

Compliance and monitoring

SNG will:

- Comply with any resale restrictions as detailed in individual lease agreements, contained in Section 106 agreements, or DPAs.
- Review and update this policy periodically to reflect changes in legislation or regulatory guidance.
- Maintain accurate records of all resale activity for auditing and reporting purposes.

Contact us

0300 330 0718

resales@sng.org.uk

sales.sng.org.uk

The images used in this policy are for illustration purposes only.

Information correct at time of print – August 2025.

Sovereign Network Group is charitable.