



KINGDOM

Housing Association

Shared Ownership Instruction Form

I would like to:			
Sell my share in my property (Onward sale)			
*Sell the whole property with Kingdom's consent (Joint sale)			
*Purchase a further share (Tranche-up/staircasing) How much do you want to buy? • 25% • 50% • 75% Other (if your current Agreement allows you to purchase multiples of 10%)			
Enter into a new Exclusive Occupancy Agreement (available at year 19 of current Agreement)			

*Please provide us with your Home Report/Valuation

Personal Details			
Owner		Joint Owner	
Address			
Current Share			
Home Tel No.			
Mobile No.		Mobile Tel No.	
Email Address		Email Address	
Forwarding Address		Forwarding Address	

Solicitor Details		Estate Agents Details (if applicable)	
Contact Name		Contact Name	
Organisation		Organisation	
Address		Address	
Tel No.		Tel No.	
Email Address		Email Address	

By signing and returning this form, you:

1. Consent to our Solicitor opening a file for this transaction and communicating with involved parties.
2. Undertake to pay Kingdom's reasonable legal fees if (a) increasing your share and your lender requires a Co-operation Agreement or (b) you decide not to proceed with any legal transaction once a file has been opened.

Signed (Owner): Date:

Signed (Joint Owner): Date:

General Data Protection Regulation Statement

How will we use the information about you?

We collect and use your personal information to help us provide services to our customers, employees and contractors.

The Fair Processing Notice sets out what information we will collect and how we will use this information. The full document can be found on our website www.kingdomhousing.org.uk

We will

- only collect information we need for a specific purpose, keep it secure, relevant and up to date;
- only hold as much as we need and only for as long as we need it;
- allow you to see the information we hold about you if you request it or ask us to correct or remove it.