



Shared Ownership Resales Policy

1 Introduction

1.1 This policy sets out Stockport Homes Group (SHG) approach to shared ownership resales and provides clear guidance for colleagues, customers, and stakeholders.

1.2 It covers the process that applies when a shared ownership leaseholder wishes to sell their home.

2 Scope

2.1 This policy applies to all shared ownership resales, including both grant-funded and Section 106 properties.

2.2 SHG defines a “resale” as the sale of a shared ownership property by the current leaseholder.

3 Aims

3.1 The aims of this policy are to:

- Support SHG’s commitment to providing affordable housing by helping to create diverse, sustainable communities and ensuring homes remain within the affordable housing sector
- Enable shared owners to sell their homes efficiently, while keeping them informed and supported throughout the process
- Ensure compliance with the Homes England Capital Funding Guide and the requirements set out within the Homes England Key Information Document 2 (KID 2)
- Provide clear and transparent information to current and prospective shared owners regarding the resale process, including eligibility, allocation, marketing, and associated costs
- Ensure that all shared owners and prospective purchasers fully understand the process before proceeding or incurring any costs.

3.2 This policy should be read alongside the **Stockport Homes Group Accessing Shared Ownership Policy**, which provides further information on:

- Eligibility criteria
- Surplus income requirements
- Adverse credit considerations
- Cash buyers
- First come, first served allocation.

4 Nomination Period

4.1 Shared owners wishing to sell their property must notify SHG. In accordance with the terms of the lease, SHG will have a nomination period of between four to and eight weeks to identify a suitable buyer.

4.2 SHG will confirm as early as possible, ideally at first contact whether it intends to use this nomination period.

4.3 SHG will assess the eligibility of prospective buyers before arranging viewings, in line with the Accessing Shared Ownership Policy.

5 The Resale Process

5.1 The following process should be followed:

- The shared owner informs SHG of their intention to sell their property.
- SHG provides guidance on the resale process, including associated costs (see Resales Guidance document).
- The shared owner is responsible for obtaining and funding an independent RICS valuation, which is required during the nomination period.
- Upon instructing SHG to market the property, the shared owner must pay an administration fee of £250. This contributes towards the total sales fee and remains payable even if the sale does not complete.
- If the property does not sell during the nomination period, or if SHG waives its nomination rights, the shared owner may market either their share or 100% ownership on the open market through an estate agent. Both options may be marketed simultaneously.
- Where a buyer is found for the shared ownership share within the nomination period, SHG will assess eligibility and require the buyer to complete an affordability assessment via its panel broker (Metro Finance).
- Eligibility will only be confirmed once all required documentation has been received and reviewed.
- SHG will oversee the sales process and appoint a conveyancer to act on its behalf. The shared owner must appoint their own independent conveyancer and will be responsible for all associated legal costs.
- Upon completion, the shared owner must pay the applicable sales fee, as outlined in the lease and supporting guidance. A full breakdown of



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this fee is available in the guidance document and on our [website](#). This will be explained before marketing begins.

- On completion, the shared owner must vacate the property by the agreed date and ensure it is left in an appropriate condition for handover to the new owner.

6 Internal Controls

1	Version control	Version number will change every three years or at major review	
	Version No.	Date	Change/s and reasons for change
	1	May 2026	Creation of new policy to meet Homes England Capital Funding Guide compliance obligations.

2	Policy Owner i.e. Director	Director of Property	
	Policy Author/s i.e. Head of Service	Sales Manager	
	Approved by/date Directorate Management Meeting	Director of Property – 6 th May 2026 – Decision	
	Effective Date - the date of sign-off	6 th May 2026	
	Next Full Review Date i.e. 3 years after effective date, with an annual light touch review	5 th May 2027 1 year after effective date or sooner in line with Homes England guidance.	

3	Regulatory Standards	Please list the Consumer, Governance, Viability standards and outcomes this policy meets	
	Standard/s	Required outcome	
		N/A	

4	Linked policies/strategies		
		<ul style="list-style-type: none"> • Accessing Shared Ownership Policy • Resales Guidance 	

5	Equality, diversity and inclusion	Describe how different experiences, characteristics, and approaches were considered during the formulation of the policy, e.g. neurodiversity, age, religion, sex/gender, financial/digital inclusion.	
		This policy can be requested in an accessible format.	

6	Customer/Colleague Voice	Describe how the customer and/or colleague voice shapes and influences the policy and services	
		N/A	



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7	Risk management	This policy helps to mitigate the following risks identified on the Corporate Risk Register
		N/A
8	Performance monitoring	Please list the relevant government TSMs (Tenant Satisfaction Measures)
		N/A