

# Resale instruction form

## Intention to sell/assign

Name/s\* .....

Address .....

..... Post Code .....

Phone Number/s .....

Email/s .....

I/We currently own..... % of our home and wish to sell/assign our property.

I/We instruct Newlon to arrange for\*\* ....., an independent RICS qualified Valuers, to value my property. A cheque is enclosed. (Payable to Newlon Housing Trust.)

I/We give permission for Newlon to pass on our contact details in order to arrange an appointment.

I/We confirm that if Newlon sell the property on my/our behalf a fee of 0.75% – 1.75% of the full market value will be charged. This may vary depending on your lease.

The Valuation will be valid for three months and in some circumstances another valuation may be required if there are unforeseen delays.

I/we have carried no improvements/the following improvements\*\*\* which need to be taken into account in the valuation.

List improvements to be taken into account below. Please provide evidence of when you notified us. Attach copy of our approval.

.....  
.....  
.....  
.....

**Please note that Newlon should have been informed of any improvements that you carry out and if we have not given permission, they may not be taken into account.**

My solicitor's name, address and telephone number is:

.....  
.....  
.....

My current mortgage lender is: .....

Signed: .....

Signed: .....

Date: .....

\* If the property is in joint names, both Leaseholders must sign.

\*\* Choose valuer from List enclosed

\*\*\* Please delete as appropriate.

**Please return this form to:**

Resident Sales Officer, Newlon House, 4 Daneland Walk, Hale Village, London, N17 9FE.