**A picture containing graphical user interface

Description automatically generated**

Transfer of Equity Request

**Changing the owners’ details of your shared ownership home**

**Important:**

* This form is to be used when changing the parties of the lease (removal or adding a name).
* Please complete all sections and ensure all names are in full (including titles). Failure to do so may lead to a delay in processing the form.
* **A completed application must be signed with 'wet ink'.**

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| **The Application Administration Fee:**  An administration fee of £100 is required by the seller for the application:   * The fee covers the costs involved in processing the application and is non-refundable. * The application will be processed when the payment is received.   Payment can be made by:   * Debit/Credit Card – (Please call the team on 0300 131 5555 – have payment reference at hand to pay using this method) * Cheque (Made payable to Milton Keynes City Council) |

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| **Section 1 – Property Details** | |
| Address | Click or tap here to enter text. |
| Post code | Click or tap here to enter text. |
| Current % being sold | Click or tap here to enter text. |
| Sale price (not including any premium) | Click or tap here to enter text. |
| Property Type | Click or tap here to enter text. |
| Bedroom numbers | Click or tap here to enter text. |
| Does the property have garage?    *(If garage is assigned to the property please confirm if it is attached or if in a block, and if in a block please confirm of how many other garages)* | Click or tap here to enter text. |
| Does the property have conservatory? | Click or tap here to enter text. |
| Have alterations been carried out?    *(If any alterations have been carried out, please confirm when they were carried out, and if permission was granted)* | Click or tap here to enter text. |

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| **Section 2 – Current Owner(s) Details** | |
| FULL NAME(S) of the current owner(s) | |
| (1) Title | Click or tap here to enter text. |
| (1) First name | Click or tap here to enter text. |
| (1) Surname | Click or tap here to enter text. |
| (1) Telephone | Click or tap here to enter text. |
| (1) Correspondence address | Click or tap here to enter text. |
| (2) Title | Click or tap here to enter text. |
| (2) First name | Click or tap here to enter text. |
| (2) Surname | Click or tap here to enter text. |
| (2) Telephone | Click or tap here to enter text. |
| (2) Correspondence address | Click or tap here to enter text. |

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| **Details of the Solicitors acting for the current owner(s)** | |
| Name | Click or tap here to enter text. |
| Telephone | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |
| Post code | Click or tap here to enter text. |

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| --- | --- |
| **Declaration by current owner(s)** | |
| IClick to enter your nameas a shared owner of Click to enter address | |
| IClick to enter your nameas a shared owner of Click to enter address | |
| Hereby apply for the consent to change of ownership as detailed in section 3 and agree to pay the Council's legal fees in connection with this application.  **A completed application must be signed with 'wet ink'** | |
| Signed: | Date: |
| Signed: | Date: |

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| --- | --- |
| **Section 3 - Details of Owner(s) to be** | |
| Title and full name of owner (added/removed) | Click or tap here to enter text. |
| Current Address | Click or tap here to enter text. |
| Title and full name of owner (added/removed) | Click or tap here to enter text. |
| Current Address | Click or tap here to enter text. |

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| --- | --- |
| **Declaration** | |
| I/We confirm that my/our details stated above 3 are correct  **A completed application must be signed with 'wet ink'** | |
| Signed: | Date: |
| Signed: | Date: |

Please complete the form, and send the request with all attachments to us via:

**Email**

home.ownership@milton-keynes.gov.uk

**Administration Charges - Summary of tenants' rights and obligations**

*1. This summary, which briefly sets out your rights and obligations in relation to administration charges, must by law accompany a demand for administration charges.*

*Unless a summary is sent to you with a demand, you may withhold the administration*

*charge. The summary does not give a full interpretation of the law and if you are in any*

*doubt about your rights and obligations you should seek independent advice.*

*2. An administration charge is an amount which may be payable by you as part of or*

*in addition to the rent directly or indirectly -*

* *for or in connection with the grant of an approval under your lease, or an application for such approval;*
* *for or in connection with the provision of information or documents;*
* *in respect of your failure to make any payment due under your lease;*
* *or in connection with a breach of a covenant or condition of your lease.*

*If you are liable to pay an administration charge, it is payable only to the extent that the amount is reasonable.*

*3. Any provision contained in a grant of a lease under the right to buy under*

*the Housing Act 1985, which claims to allow the landlord to charge a sum for consent*

*or approval, is void.*

*4. You have the right to ask the First-tier Tribunal whether an administration charge is payable. You may make a request before or after you have paid the administration charge. If the tribunal determines the charge is payable, the tribunal may also determine -*

* *who should pay the administration charge and who it should be paid to;*
* *the amount. the date it should be paid by;*
* *and how it should be paid.*

*However, you do not have this right where—*

* *a matter has been agreed to or admitted by you;*
* *a matter has been, or is to be, referred to arbitration or has been determined by arbitration and you agreed to go to arbitration after the disagreement about the administration charge arose;*
* *or a matter has been decided by a court.*

*5. You have the right to apply to the First-tier Tribunal for an order varying the*

*lease on the grounds that any administration charge specified in the lease, or any*

*formula specified in the lease for calculating an administration charge is unreasonable.*

*6. Where you seek a determination or order from the First-tier Tribunal, you*

*will have to pay an application fee-and, where the matter proceeds to an oral hearing,*

*a hearing fee, unless you qualify for fee remission or exemption. Making such an*

*application may incur additional costs, such as professional fees, which you may*

*have to pay.*

*7. The First-tier Tribunal and the Upper Tribunal (in determining an appeal*

*against a decision of the First-tier Tribunal) have the power to award costs in*

*accordance with Section 29 of the Tribunal, Courts and Enforcement Act 2007.*

*8. Your lease may give your landlord a right of re-entry or forfeiture where you have failed to pay charges which are properly due under the lease. However, to exercise this right, the landlord must meet all the legal requirements and obtain a court order. A court order will only be granted if you have admitted you are liable to pay the amount or it is finally determined by a court, a tribunal or by arbitration that the amount is due. The court has a wide discretion in granting such an order and it will take into account all the circumstances of the case.*