

Purchase of Further Shares Request Form

Buying more of your shared ownership home

NOTES

- Please complete the form with the payment, you will be contacted to arrange a valuation.
- The valuation is done at current market value, excluding any improvements that you have made to the property.
- A written valuation will be sent in which you are required to decide in 6 weeks to proceed with the purchase.
- The fee depends on what is stipulated in the lease £5 or £25, if you are unsure contact the Home ownership team.

Payment can be made by cheque to Milton Keynes Council, or call the Home ownership Team 01908253705.

Please send the form to Home Ownership Team, Milton Keynes Council, Civic Offices, 1 Saxon Gate East, Central Milton Keynes, MK9 3EJ. Or email home.ownership@milton-keynes.gov.uk

Please send me an offer showing the terms in which I may purchase further shares.

I currently own ----- %

I have enclosed my £__ valuation fee_

Please provide your details

Name: _____

Address: _____

Postcode: _____

Email address: _____

Telephone number: _____

Contact address: _____

IMPROVEMENTS MADE BY CURRENT SHARED OWNER

Improvements are disregarded to the valuation please list any improvement you have made to the:

Signed

**Please return to: Home Ownership Team
Milton Keynes Council
Civic Offices
1 Saxon East Gate
Central Milton Keynes
MK9 3EJ**

Administration Charges – Summary of tenants’ rights and obligations

Form and content of [summary of rights](#) and obligations

The summary of rights and obligations which must accompany a demand for the payment of an administration charge must be legible in a typewritten or printed form of at least 10 point, and must contain—

a. the title “Administration Charges – Summary of tenants’ rights and obligations”;
and

b. the following statement—

- 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.
0. 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.
 1. 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.
 2. 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.
 3. 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.