

Staircasing Application Form

Full Property Address	
Leaseholder(s) Full Name(s)	
Contact Details	Home Phone: Mobile: Email:
Email	
% Currently owned	
Additional % you wish to purchase	
Property Type	Flat / House / Maisonette No. of bedrooms: Floor: Approximate age of the property:
Registered Improvements Made	Please note that for improvements to be considered in the valuation for this application they must be accepted and registered by Thrive Homes and there is a £45+vat admin fee for this. Please state room and improvement made.

Staircasing Administration Fee Paid (this is £240)	Yes	No
Valuation Fee Paid (this is £372)		
Funding Method	Cash	Mortgage

Leaseholder Name:

Signed:

Leaseholder Name:

Signed:

Date:

Notes

- 1. The staircasing process will follow that as set out in your lease.*
- 2. Thrive Homes will instruct a solicitor following receipt of the valuation, this completed form, fees, and proof of funds / mortgage offer copy.*
- 3. You must complete the purchase of the extra shares within 3 months and there must be a valid valuation on the completion date (if the valuation expires you will need to pay for a desktop renewal / a new valuation).*
- 4. You need to state the % you wish to purchase in order for Thrive to respond to you following the valuation. This is in accordance with your lease.*
- 5. You will either need to send us proof of funds (bank statement and written confirmation of where the funds have come from) or a copy of your mortgage offer.*
- 6. In accordance with your lease any arrears on your account must be cleared for the transaction to complete.*

Please ensure you have provided a handwritten signature on this form before scanning and emailing to homeownership@thrivehomes.org.uk. Alternatively, you can post the form to: **Thrive Homes, Building 3, Hatters Lane, Croxley Park, Watford WD18 8YG**