Shared Ownership Resale Policy

1. What this policy is about

1.1 This policy provides clarity and guidance for colleagues, customers and stakeholders on our approach to shared ownership resales, including Older Person Shared Ownership (OPSO). This is where one of our Shared Owners wishes to sell their shared ownership interest in the property.

1.2 The policy outlines our position to shared ownership resales (whether grant funded or section 106 Agreement) in response to legal, funding and regulatory requirements, along with matters that are not made entirely explicit in such requirements and/or are subject to discretion or interpretation.

1.3 We will support shared ownership resales in a way that meets all relevant legal, regulatory and funding requirements and our charitable objectives.

2. Our approach

Valuations

2.1 For all resales a Royal Institute of Chartered Surveyors (RICS) valuation must be carried out. In line with the terms of the individual lease, we will either accept a RICS independent valuation from the seller or arrange one ourselves. If Livv arranges the valuation, it must be paid for by the seller in advance.

Nominations

2.2 Any Shared Owner who wishes to sell their share must contact us in the first instance. Depending on which lease arrangement is in place we either have 8 weeks or 4 weeks to nominate a suitable buyer.

2.3 We will let the seller know as soon as possible if we are going to take up our nomination rights.

2.4 We will check the eligibility of any nominations prior to giving their details to the seller.

2.5 If we are not providing a nomination, we will support the seller to find a suitable buyer including responding to Estate Agent enquiries, providing key information documents about the property, and facilitating eligibility checks by an independent Financial Advisor.

This policy applies from November 2026
This policy applies to: Livv Housing Group, Livv Homes

2.6 If we do not provide a nomination the following rules will apply:

- The seller and buyer may be able to agree “a back to back final staircasing” and the property will convert to Freehold. This will depend upon the lease, for instance, on older person schemes the maximum share which can be purchased is 75%.
- The seller can agree a price for the property below, above, or the same as the RICS valuation.
- If the sale includes back to back staircasing and is sold for a price above the RICS valuation, the value we will receive for the staircasing transaction will be based on the RICS valuation.
- If the sale includes back to back staircasing and is sold for a price below the RICS valuation we are entitled to receive the value of the RICS valuation for the staircasing transaction, however we will judge each case on its circumstances.

Eligibility for shared ownership buyers

2.7 Eligibility criteria may vary depending on the context of the scheme. For example, on some Section 106 schemes local people may need to take priority as a condition of the planning approval. On older person schemes a minimum age will constitute part of the eligibility criteria and there may be some additional prioritisation applied related to care, social needs (for Extra Care schemes), in line with the scheme objectives.

2.8 Eligible applicants must demonstrate they need the shared ownership option, can afford to sustain shared ownership rent and mortgage payments (see Affordability Section below) and cannot purchase a suitable home outright in the local area. In addition to this, eligible applicants must not earn more than £80,000 as a household (an exception would be the income of children under 18 and any other household members whose residence in the home is unlikely to be permanent). Applicants must not have an interest or ownership of another property when they purchase and must intend to occupy the property.

2.9 Applicants must meet the above criteria and will be one of the following groups:

- First time buyers.
- Homeowners who’ve suffered a relationship breakdown and will have disposed of their interest in their previous property prior to purchasing.
- Older people or disabled people moving to a more suitable home and will have disposed of their interest in their previous property prior to purchasing.
- Existing shared owners who have sold their former home at the point of purchase.
- Other households identified as being in exceptional housing need for whom shared ownership would help, if nominated by the local authority.

2.10 If an applicant owns a commercial property, such as a shop, as part of their business and livelihood then this may be permitted if it is their main source of income and not a residential property.



2.11 Any buyer purchasing 100% of the property will not have to meet the eligibility criteria and we will not require any affordability checks.

Affordability (shared ownership purchasers only)

2.12 Where we have nominated a buyer, we will arrange a financial assessment to be carried out free of charge by a qualified and experienced paneled mortgage advisor, who is regulated to give mortgage advice, and who will assess that the share level being purchased is suitable for the applicant's affordability, needs and circumstances. Where we have not provided a nomination, the buyer can either use our paneled mortgage advisor or their own broker who must carry out the Homes England Affordability assessment and provide the completed paperwork to us. In this case there is no obligation to maximise their share.

2.13 We will follow the advice provided by the advisor in respect of all mortgage matters.

2.14 Buyers will be encouraged to purchase as large a share as is suitable based on their individual circumstances and affordability, taking into consideration any known or foreseeable changes in the future. Buyers will be expected not to overcommit themselves financially. Whilst buyers are expected to use any savings, assets, investments etc., in their purchase, this does not mean that they are not permitted to retain a level of savings.

2.15 Buyers must demonstrate the source of their funds, regardless of whether the funds are gifted or are the buyer's own funds to ensure Livv complies with current financial crime legislation. Buyers will be asked to provide evidence of how they obtained the funds so could be asked to provide evidence such as but not limited to pay slips, bank statements, or financial statements.

2.16 If the source of funds is a gift, this must be from a close family member e.g. parent, grand parent, sibling, or child. The cash must be traceable and supported by a letter stating it is a gift and not a loan. In addition, the person providing the gift must be able to demonstrate they have the funds available (6 months bank statements) and able to evidence where the money has come from (e.g. savings, pension drawdown). We may not give consent to the sale if the documentation provided is not deemed adequate to explain the source of the money.

Adverse Credit

2.17 In considering an applicant's ability to sustain the home, consideration will be given to whether the applicant has any adverse credit. The following principles will apply:

- No CCJ's or defaults that remain unsatisfied within the last 2 years unless communication defaults
- No CCJ's or defaults within the last 2 years, satisfied or unsatisfied over £300
- No unsatisfied CCJ's or defaults of more than £1,000, registered at any time
- IVA's or Bankruptcy discharged 3 years ago are acceptable, or registered over 6 years ago and satisfied, with no further issues
- Debt management plans that have been repaid are acceptable
- No mortgage or rent arrears in the last 12 months

- Previous repossessions over 3 years ago are acceptable, provided no outstanding debt to lender and no other credit issue in the last 3 years (requires letter from repo lender to confirm no outstanding debt)

2.18 If there are exceptional circumstances that explain the adverse credit and evidence can be provided to corroborate those circumstances, we will use our discretion to decide if the reasons and evidence provided sufficiently mitigate the risk. The adverse credit must be settled or paid in full at the point of application. Unsatisfied adverse credit immediately demonstrates the issue is unmanaged and not under control. It would be expected to see a clear credit file (since the event) with no missed payments or further adverse markers.

Application Surplus Income (shared ownership buyers only)

2.19 Buyers are required to have a minimum of 10% of net income after commitments and housing costs remaining at the end of each month following the assessment of all elements of their income and expenditure. In line with Homes England requirements we'll calculate this as follows:

• (A) Gross income

• (B) Less gross deductions (tax, National Insurance, student loan, etc)

• (C) Less known commitments (loans, credit cards, childcare, etc)

• (D) Less housing costs of the Shared Ownership purchase (rent and service charges)

• (A – B – C – D) = income available to support a mortgage, other essential expenditure (identified through a budget planner) and to meet the provider's surplus income policy.

Conflict of interests

2.20 We will uphold the highest standards of probity, fairness and transparency. Any buyer nominated by Livv must complete a declaration of interest form.

Help and Support

2.21 Our Leasehold & Right to Buy (RTB) Team will provide support and advice for both buyers and sellers throughout the process.

2.22 Further information on the scheme is available at https://www.gov.uk/shared-ownership-scheme

Appeals Process

2.23 Customers can appeal our decisions where they feel that we have not taken all information into consideration, or they are unhappy with the outcome we have reached.

2.24 We will inform customers how to appeal a decision and how we will consider it. A manager who has not been part of the decision process will consider the appeal. Their decision will be final.

3. Responsibilities

3.1 All colleagues are responsible for carrying out their work in line with this policy and associated procedures. The Head of Sales & Home Ownership is responsible for the overall implementation of this policy. Specific responsibilities are below.

Role	Responsibility
RTB & Leasehold Manager	Responsible for overseeing the day to day operational application of the policy

4. Monitoring and review

4.1 We will review this policy every three years, or sooner if our monitoring of the policy identifies that changes are required, for example because of changes to law, regulation or related Livv strategies and policies.



Control framework

Compliance

This policy supports compliance with:

- Homes England Regulatory Compliance
- The Capital Funding Guide
- The requirements of the Shared Ownership and Affordable Homes Programme.
- Financial Crime Policy

Document control	
Version	1.3
Policy applies from	November 2026
Policy applies to	Livv Housing Group; Livv Homes
Approved by	v1.1 v1.2 v1.3 Executive Director – Finance, Risk and Performance v1.0 Executive Directors Team
Approved on	v1.3 19 November 2026 v1.2 22 October 2025 v1.1 28 July 2025 v1.0 11 March 2025
Updating	Shared Ownership Resale Policy 2025-28 v1.2
Next review due by	March 2028
Responsible Executive Director	Chief Property Officer
Policy author	Right to Buy and Leasehold Manager
Equality Analysis	August 2024
Environmental Impact Assessment	Not required
Circulation	Intranet; Livv Housing Group and Livv Homes websites

Version control		
Version	**Date of Review**	**Summary of changes made**
1.3	November 2026	Requirement to request new valuation every three months removed from Valuations paragraph 2.1. Other minor clarifications to content.
1.2	October 2025	Paragraph 2.12 amended to reflect revised Homes England guidance.
1.1	July 2025	Adverse credit section added to reflect revised Homes England guidance.
1.0	March 2025	New policy.