

## STAIRCASING – VALUATION INSTRUCTION

PROPERTY ADDRESS:

### ADDRESS

I/we confirm that I/we wish to proceed with the staircasing of my Leasehold interest in the above property and require the Valuer indicated below to undertake this valuation on my behalf.

I/we understand that to complete this staircasing that my/our rental account must not be in arrears.

I/we currently own \_\_\_% of my property and are considering purchasing a further \_\_\_\_ % of my/our property.

**I/We are aware that the valuation is only valid for 3 months and completion must take place before the expiry of the valuation report. If this does not occur a new application will have to be made and a new valuation paid for.**

### VALUER:

\_\_\_\_\_

I/we understand that the Home Purchase Team will contact me/us to collect a debit or credit card payment in respect of the valuation fees, once they have received this form.

I/we understand that the valuer will contact me directly within seven days One Housing Group/TPHA instructing the valuation in order to arrange a mutually convenient appointment.

I/we understand that the valuation can only be undertaken during the hours of 9am to 5pm, Monday to Friday. The valuer may contact me on the telephone numbers below to arrange access to the property.

I/we agree the One Housing Group to pass on the details below to the valuer:

Home: \_\_\_\_\_

Work: \_\_\_\_\_

Mobile: \_\_\_\_\_

Day time email address: \_\_\_\_\_

(Please supply your email address so that we can email you information as soon as we receive it)

Signed \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

**NOTE: All leaseholders named on the title must sign this form to commence this instruction**

**Agreed List of Valuers**

**DVS Property Specialists - District Valuer**

5<sup>th</sup> Floor  
Wingate House  
93-107 Shaftesbury Avenue  
London  
W1D 5BU  
Telephone : 03000 500 400  
Cost- £..... (quote based on property location)

**Quantum Valuations LLP**

69 - 71 High Street  
Wargrave  
Berkshire  
RG10 8BU  
Telephone: 0845 601 4206  
Cost - £210 inc VAT

**Mirus Surveyors**

The Old Rectory  
4A Church Road  
Polegate  
Eastbourne  
East Sussex  
BN26 5BX  
Cost - £250, inclusive of VAT

Please place a tick ✓ in the box of your choice.

Please note that the addresses of these firms have no bearing on their knowledge of a particular area. All the valuers have extensive knowledge of the areas in which we operate.

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The companies listed above work independently from One Housing therefore we are not liable for any third party agreements.