Home improvements

Information for shared ownership residents

This leaflet explains what you need to consider if you wish to make improvements or alterations to your shared ownership home.

If you have any questions or require additional explanations, please ask and we will be happy to go through the information in more detail.

Making improvements to your property

Once you have purchased your home through shared ownership, you may wish to make some improvements or alterations to the property.

You must write to us to request permission before you carry out any work. We will not unreasonably withhold permission, but obtaining our consent is an important condition under the terms of your lease. You will also need to provide us with a copy of the estimates for the works.

If you intend to make structural changes to your property, we will also need to see detailed plans along with building and/or planning regulation approvals before consent can be given for the work to start. In addition, a Licence for Alterations will also need to be drawn up by our solicitors, at a cost of £100 + VAT (£120). If you do not do this you will be breaking the conditions of your lease and you risk losing your home. You may also have to pay for the cost of putting things back as they were originally.

For more information relating to major or structural alterations please contact your Home Ownership Officer.

When the improvements or alterations are complete, copies of guarantees and test certificates must be sent to us for retention on your file. We may also inspect the work before and after its completion.

You will also be required to pay a fee of £40 + VAT (£48) to register any qualifying improvements.

Some minor alterations to your property are considered as repairs and maintenance rather than home improvements. The differences are explained below.

Improvements and purchasing further shares

If you choose to purchase further shares in your property, the registered improvements you have made may be considered when the valuation is carried out. The value that the improvements add to the market value of your property will be taken into account in the purchase price.

Please note this is based upon the added value that the improvements bring to the property, not the actual costs of the works.

If you sell your home (your share) improvements are not taken into account.

What are considered home improvements?

Home improvements

The following list details works that are classed as improvements for which you will need to request permission and provide estimates. These will be taken into account should you purchase further shared in your home:

- New installation of central heating (if previously storage heating)
- Double glazing - windows/doors (if previously non double glazed)
- New fitted kitchen
- New bathroom
- Conservatory
- Loft conversion
- Extension
- Porch
- Garage/car port

Some minor alterations to your property are considered as repairs and maintenance rather than home improvements. The differences are explained below.
Addition of driveway and dropped kerb  
(does not include renewal of existing surfaces)

Cavity wall insulation.

What are considered repairs and maintenance?

The following list details works that are classed as repairs and maintenance for which we do not require permission or estimates. These will not be taken into consideration if you purchase more shares in your home.

- Redecorating your home
- Floor covering (ie carpets/laminate flooring)
- New fence and/or patio
- Replacement central heating boiler
- Landscaping of garden
- Rewiring or re-plumbing
- Rendering or texturing to exterior of property
- Fitted wardrobes.

If you are unsure if the work you are planning to do is an improvement or repairs and maintenance, please contact us.

Your home is a risk if you do not keep up mortgage repayments or payments on other loans secured on it. Please note that the value of properties can go down as well as up.

This information is available in large text, on audio tape or electronic format. We offer Language Line services to people whose first language is not English. Please call us if you require these services.