

[This Policy outlines the principles for managing Affordable Homeownership sales and associated asset sale transactions in line with regulatory and statutory requirements.]

Asset Sales Policy

Document management

Directorate	Development and Commercial
Policy sponsor	Chief Development and Commercial Officer
Policy owner	Director of Sustainability & Commercial Services
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Part 2

Policy introduction

Scope

This policy sets out the approach Amplius will adopt in managing Affordable Homeownership sales and associated asset sales processes. It outlines the procedures for applicant qualification in line with regulatory guidance and statutory requirements, the management of sales processes, and compliance with lease and legal obligations.

The term Amplius incorporates all member companies and subsidiaries which includes Teetotal Homes.

Roles and Responsibilities

Regulatory responsibility for the Asset Sales Policy is shared by:

- Chief Development and Commercial Officer
- Director of Sustainability and Commercial Services

The operational responsibility is held by:

- Head of Asset Sales
- Head of Homeownership Services
- Head of Financial Operations

The procedural responsibility is held by:

- Shared Ownership Sales Manager
- Asset Disposal Sales Manager
- Homeownership Managers
- Housing Managers (Right to Buy / Acquire)

The day-to-day responsibility is held by:

- Asset Sales Officers
- Commercial Officer
- Asset sales Co-ordinator
- Housing Officers (Right to Buy / Acquire)

The policy does not form part of any colleague's contract of employment and the policy may be amended at any time.

Part 3

Policy details

Asset Sales

The Asset Sales Team is responsible for delivering a range of sales transactions associated with our affordable homeownership portfolio and general needs properties.

All asset sales will be managed in line with established processes and will comply with relevant legal documentation, regulatory guidance, statutory requirements, and transaction-specific policies, as applicable.

- The specific legal documentation held (Lease, Tenancy Agreement/Contract)
- S106 Nomination Agreements
- The Homes England Capital Funding Guide.
- Any specific housing legislation pursuant to the sales transaction type.
- Specific policies drafted for the individual transaction types (where applicable)

Transaction types dealt with by the Asset Sales Team include (List not exhaustive):

- Shared Ownership Assignments (Resales)
- Staircasing (Partial or Outright)
- LSE Assignments
- Asset Disposals - Specialist Disposals, (Land, Garage, Care / Specialist Facilities, Office Disposals)
- Right to Buy
- Right to Acquire
- Rent to Buy
- Flexible Tenure, Repossessions, Buy Back
- Remortgages
- Redemptions - Shared Equity & Homebuy
- Transfer for Ownership (Joint to Sole, Sole to Joint)
- Outright Sales with Restrictions (Right to Buy Resales, Outright Owned with Service Charge)

Shared Ownership Assignments

Amplius will assess all Shared Ownership applications fairly, transparently, and without discrimination, in line with Homes England Capital Funding Guide eligibility requirements, while managing associated sales risks. ([Capital Funding Guide - 1. Shared Ownership - Guidance - GOV.UK](#))

All applicants will receive a free financial assessment carried out by a suitably qualified and regulated external advisor, in accordance with Amplius' First Come, First Served and Minimum Surplus Income policies.

The policy aims to:

- Provide clear, customer-focused Shared Ownership processes
- Ensure transparent, fair, and consistent eligibility and prioritisation
- Deliver equitable access to Shared Ownership in line with Homes England requirements
- Support Shared Ownership as a sustainable, long-term housing option

Resale Approach

To support Shared Owners in selling their homes, Amplus may consider to waive the nomination period set out in the Shared Ownership lease in certain circumstances. This will allow properties to be marketed on the open market through an estate agent of the customer's choice, promoting the share for sale and the option to staircase up to full ownership, lease permitting. Prior to agreeing to waive the nomination period consideration will be given to the impact of reducing shared ownership stock within high demand and low supply areas.

Property values will be determined by way of a RICS Open Market Valuation Report, which will be valid in line with the Lease and current Capital Funding Guide provisions. The Shared Owner will be liable for the valuation cost.

Appointed estate agents will be provided with key information to support marketing, including lease terms, eligibility criteria, application and affordability assessment processes, and associated purchase costs.

Amplus will assess eligibility, prioritise applications, and determine affordability in line with First Come, First Served, Minimum Surplus Income, Section 106, and local connection requirements.

Enquiry and Applicant Assessment

Amplus adopts a two-stage assessment process, undertaken by a suitably qualified mortgage advisor:

- Stage 1: Initial eligibility assessment
- Stage 2: Full affordability assessment

Assessments are provided free of charge, with applicants not required to secure a mortgage through the appointed advisor, and the outcomes will be treated as the final determination of eligibility and, where applicable, the share to be purchased, in accordance with the Minimum Surplus Income and First Come, First Served Policies.

Cash Purchases

The Minimum Surplus Income policy will still be followed for all applicants wishing to purchase without the assistance of a mortgage.

Adverse Credit/Missed Payments

The table below sets out the approach to assessing adverse credit and missed payments across a range of credit history scenarios. This framework will be applied consistently when reviewing applications and undertaking individual applicant assessments.

Missed mortgage/rent arrears	Where this has occurred within the last 12 months, applications will not normally be accepted, although
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	cases may be considered through an Individual Assessment.
Unsecured arrears	Assessed on a case-by-case basis through an Individual Assessment.
County Court Judgments or registered defaults	Applications must have no CCJs or defaults within the last 36 months, all of which must be satisfied prior to mortgage application, although consideration may be given where CCJs or defaults were registered over three years ago and satisfied before application, were satisfied more than 12 months prior to application, or total less than £300 and were satisfied prior to application.
Individual voluntary arrangement (IVA) and discharged bankrupts	May be considered where discharged more than three years ago with no residual debt, subject to Individual Assessment.
Repossessions	Not acceptable

Existing Owners

Owner-occupiers may be considered for Shared Ownership where they meet scheme eligibility criteria, have a household income below £80,000, and are unable to purchase a suitable home without assistance, taking into account any equity from the sale of their current property.

Applicants must have sold their existing home, or have it sold subject to contract with evidence provided, and only in exceptional circumstances where sale or access is not possible may an application be considered with prior written approval from Homes England.

Fraud and Anti Money Laundering

To prevent fraud and money laundering, appointed mortgage advisors or selling agents will undertake the required checks as part of the Stage 2 assessment in line with the Minimum Surplus Income Policy. Applicants must provide evidence of identity, address, date of birth, income, and source of deposit funds. Where deposits are gifted, the individual(s) providing the gift will also be required to supply the same evidence.

In addition, purchasers' solicitors will complete statutory anti-money laundering checks as part of the conveyancing process. Any concerns identified will be managed in accordance with the Anti-Fraud, Bribery and Corruption Policy and Procedure.

Immigration Status

Amplius will consider applications from customers without indefinite leave to remain. A key factor in determining eligibility will be whether a qualifying lender is willing to provide mortgage finance, alongside the outcomes of the two-stage affordability assessment.

Existing Social Housing Customers

Existing social housing tenants must declare their tenancy and notify their landlord when applying for a Shared Ownership home. The tenancy must be surrendered at the point of purchase, with the property returned in good order and any arrears cleared. Where a joint tenancy exists and only one tenant intends to purchase, this must be agreed with the landlord, as the remaining tenant may not be eligible to remain and may need to secure alternative accommodation.

Joint Customers

Customers may apply jointly to purchase a Shared Ownership home, provided all applicants become joint legal owners. All parties must meet Shared Ownership eligibility criteria, with affordability assessed on their combined financial circumstances. Joint applications may include more than two applicants, subject to all individuals and the household collectively meeting eligibility requirements, with the total household gross income being £80,000.

Connected Individuals

All purchase requests from Amplus employees or connected individuals must be approved by the Chief People & Governance Officer and the Chief Development & Commercial Officer, following referral by the Head of Asset Sales, prior to any formal acceptance or reservation fee being taken. A register of approved purchases will be maintained by the Asset Sales Team, and employees purchasing a property must conduct all communications via email, telephone, or in writing rather than internal messaging systems. A connected individual includes current or recent (within 12 months) staff or Board members, their relatives, and individuals employed by Amplus within the last 12 months.

Exceptions to Qualifying Criteria

In exceptional circumstances, applicants who do not fully meet the eligibility criteria may be considered for Shared Ownership where no reasonable housing alternative exists, subject to substantial supporting evidence and prior agreement from Homes England.

Key Information Document (KID)

Amplus will provide Key Information Documents (KIDs) in the format prescribed by Homes England for all Shared Ownership sales. These documents will give prospective buyers clear and comprehensive information on the property, associated purchase and ongoing costs, and how the Shared Ownership model operates, including staircasing and resale.

KIDs will be issued to customers at the relevant stages of the sales process in accordance with the Capital Funding Guide.

Shared Ownership - Re-mortgaging

In accordance with the Shared Ownership lease, a Shared Owner wishing to remortgage must submit a written request to Amplus and obtain written consent prior to entering into any new loan agreement.

Remortgage requests will be considered on a case-by-case basis. Where additional lending is proposed, Amplus will assess the request to ensure that its retained equity interest is not placed at risk. Consent will not be granted where additional borrowing would adversely affect Amplus' retained equity position.

An administration fee will be payable for remortgage requests, as detailed in the Amplus Fee Schedule, available on the Amplus website. <https://www.longhurst-group.org.uk/site-search/?Term=fee+schedule>

Shared Ownership Transfers – Joint to Sole and Sole to Joint

This applies to all Shared Ownership properties where:

- The lease is held jointly, and one leaseholder wishes to transfer the lease into sole ownership. This includes transfers arising from relationship breakdown, separation, or other personal circumstances. or

- The lease is currently held by a sole leaseholder, and a request is made to add one or more individuals as joint leaseholders

Amplius will:

- Consider requests on a case-by-case basis
- Act fairly, consistently, and without discrimination
- Ensure affordability, sustainability, and compliance with lease terms
- Protect Amplius' retained equity and financial position
- Comply with Homes England Capital Funding Guide requirements

There is no automatic right to transfer a joint Shared Ownership lease into sole or joint ownership.

Joint to Sole:

A transfer from joint to sole leaseholder may be considered where:

- The remaining leaseholder meets Shared Ownership eligibility criteria
- The remaining leaseholder can demonstrate affordability in their sole name
- Rent, service charges, and other amounts due under the lease are up to date
- There are no material breaches of the lease
- The proposed transfer does not place Amplius' retained equity at risk
- In exceptional circumstances, cases may be considered subject to additional scrutiny and evidence.
- A full financial assessment will be required for the remaining leaseholder
- Assessments must be carried out by a suitably qualified and regulated mortgage advisor
- Affordability will be assessed in line with the Minimum Surplus Income Policy
- The remaining leaseholder must be able to sustain all financial obligations independently

Where the transfer involves a change in equity position, or Additional borrowing Amplius may require a RICS-compliant valuation and further assessment to ensure retained equity is not adversely affected.

Amplius reserves the right to refuse consent where policy requirements are not met.

Sole to Joint:

A transfer from sole to joint leaseholder may be considered where:

- All proposed joint leaseholders meet Shared Ownership eligibility criteria
- Combined household income does not exceed the applicable income threshold
- The proposed joint leaseholders can demonstrate joint affordability
- Rent, service charges, and all other payments are up to date
- There are no material breaches of the lease
- The proposed transfer does not increase risk to Amplius' retained equity
- A full financial assessment will be required for all proposed joint leaseholders

- Assessments must be carried out by a suitably qualified and regulated mortgage advisor
- Affordability will be assessed on a joint basis in line with the Minimum Surplus Income Policy
- The outcome of the assessment will be relied upon as the definitive basis for decision-making

Amplius' written consent is required prior to any transfer. All legal documentation will be completed through solicitors acting for the parties. Amplius' legal costs must be met by the applicant(s), unless otherwise agreed.

Applicants will be responsible for all costs associated with the transfer, including:

- Legal fees
- Mortgage or lender fees
- Valuation fees (if required)
- Administration fees in line with the Amplius Fees Schedule

Amplius will not be responsible for any abortive costs should the transfer not proceed.

Flexible Tenure

Flexible tenure requests, including down-staircasing, repossession, and buy-back applications, will be managed in accordance with the Amplius Flexible Tenure Policy.

Staircasing – Partial or Outright

The Asset sales team will manage Shared Ownership staircasing transactions, enabling customers to increase their equity share in their home in a fair, transparent, and consistent manner, in line with lease terms and Homes England requirements.

This applies to all Shared Ownership homes where the lease permits staircasing, including:

- Partial staircasing purchases
- Final staircasing to full ownership (where applicable)

The policy aims to:

- Support Shared Owners to increase their equity stake in their homes
- Ensure staircasing is delivered fairly, consistently, and transparently
- Comply with lease provisions, Homes England Capital Funding Guide requirements, and statutory obligations
- Manage financial, legal, and reputational risks associated with staircasing
- Deliver a positive and customer-focused staircasing experience

Eligibility to Staircase

Customers may apply to staircase where the Shared Ownership lease permits staircasing, there are no material breaches of lease conditions, all rent, service charges, and other payments are up to date, and a financial assessment demonstrates affordability.

In exceptional circumstances, cases may be considered on an individual basis.

Financial Assessment

All staircasing applicants are strongly advised to seek independent financial advice before committing to staircase to determine affordability and the maximum share that can be purchased.

Valuation

A RICS-compliant valuation will be obtained for all staircasing transactions, with the shared owner responsible for the associated cost. The valuation will determine the market value of the property and the price of the additional share and will remain valid for three months in line with lease terms. The staircasing premium will reflect any approved improvement works undertaken by the shared owner, as well as any failure to maintain the property in accordance with lease obligations.

Staircasing valuations will be conducted in accordance with Homes England guidance as set out in the Capital Funding Guide. Amplus may, at its discretion, extend the validity of the valuation where completion is delayed beyond the initial three-month period due to circumstances outside the control of either party, such as legal delays.

Staircasing Process

The staircasing process includes customer enquiry and eligibility confirmation, a financial assessment, a RICS-compliant valuation, calculation of the purchase price for the additional share, and completion of the legal process. Customers will be provided with clear information on timescales, costs, and responsibilities throughout the process.

Costs and Fees

Customers are responsible for all costs associated with staircasing, including legal fees, RICS valuation fees, mortgage and lender fees, and any Stamp Duty Land Tax payable.

Amplus will not be responsible for abortive costs should a transaction not proceed to completion.

Final Staircasing and Lease Termination

Where a customer staircases to 100% ownership, the Shared Ownership lease will be terminated or amended in accordance with the lease terms, with freehold or long-lease ownership transferred where applicable. Any ongoing obligations arising from the change in tenure will be clearly communicated to the customer.

Gradual Staircasing Additional 1% Shares Only

For some leases the option of purchasing an additional 1% per year for the first 15 years, resets and commences once again upon each assignment.

Amplus will provide shared owners with an up-to-date valuation at least once a year and at any other point the shared owner requests to purchase an additional 1%. Shared Owners will not be able to roll over or accumulate the gradual staircasing offer to purchase in future years – it will be limited to a maximum of 1% each year.

There will be no right to appeal an estimated valuation. If unhappy, the shared owner can opt to use a RICS valuation. This will be at the cost of the shared owner.

Compliance and Governance

All staircasing transactions will be completed in line with Homes England's Capital Funding Guide. Records will be maintained for audit, regulatory, and reporting purposes.

Staircasing performance will be reported via various Amplius channels including, Development Finance and Directors Meetings.

Rent to Buy

Please refer to the Rent to Buy Policy which outlines the approach Amplius will take in allocating, managing and selling Rent to Buy homes. [Rent to Buy - Amplius](#)

Asset Disposals

The Asset Sales Team will work collaboratively with the Asset Optimisation Team to progress properties approved for disposal in accordance with Amplius Asset Appraisal methodology.

For each approved disposal, a RICS-compliant valuation will be obtained and the most appropriate route to market, either via an appointed estate agent or by auction will be determined.

Where the RICS valuation is up to 30% below the Assumed Market Value (AMV), this may be accepted subject to consideration of the forecast profit position. Where the valuation exceeds a 30% variance below AMV, or where there is a risk of a negative profit outcome, the disposal will be referred back to the Asset Optimisation Team for further review and re-approval.

There will be no preferential treatment in offering properties approved for disposal. All homes will be marketed openly on the open market, either through an appointed estate agent or via auction, ensuring fair and equal access for all prospective purchasers.

At Amplius' discretion, and where properties are located in rural areas or areas experiencing a depletion of affordable housing, local authorities may be offered first refusal to purchase.

For properties located within a stock transfer agreement area, all required processes for obtaining local authority consent to sell will be followed. Annual reporting will be provided to the relevant local authorities, detailing the number of disposals and evidencing either one-for-one replacement or reinvestment within the local area.

All properties approved for sale will be sold on an 'as seen' basis. Amplius will not be responsible for undertaking any repairs, works, or further investment to the property, including issues identified during survey.

Amplius will not be liable for any abortive or associated costs incurred by a prospective purchaser should a sale not proceed to completion for any reason. Prospective purchasers will be solely responsible for all costs incurred in connection with their purchase.

All void disposals will be monitored and reported through appropriate governance arrangements, including Development and Finance, the Development and Asset Investment Committee, and Director-level meetings.

Asset disposals will be reported to the Regulator on a quarterly basis through NROSH reporting.

Shared Equity and Homebuy Loan Redemptions

Amplius' approach to managing loan redemption requests is detailed below, ensuring redemption requests are processed fairly, consistently, and in accordance with the loan

terms, while protecting Amplius' financial interests and complying with legal and regulatory requirements.

Loan redemption requests must be submitted in writing by the customer or their appointed legal representative. Redemption values will be calculated in accordance with the relevant loan or lease agreement and will be ascertained by a supporting RICS compliant Open Market Valuation Report.

All outstanding sums, including any applicable fees and charges, must be paid in full prior to completion. Customers are responsible for all costs associated with the redemption, including legal, valuation, and administration fees, as set out in the Amplius Fees Schedule.

Upon receipt of full redemption funds, Amplius will arrange for the release of any legal charge or restriction in accordance with the completion process. Amplius will not be liable for abortive costs should a redemption fail to complete.

Property Sales with Ongoing Service Charge

For properties sold outright where an ongoing service charge remains payable to Amplius, and where Amplius retains ownership or management responsibility for communal areas, services, or structural elements, a restriction will be placed on the property title requiring Amplius' consent to any future resale.

The incoming owner will be required to enter into a Deed of Covenant to confirm their obligation to pay the ongoing service charges payable to Amplius.

Amplius will appoint a solicitor to manage the legal process on its behalf. The purchaser will be responsible for Amplius' legal fees and for payment of an administration fee to cover the costs associated with providing consent to the sale, managing the account change, and entering into the Deed of Covenant.

Upon completion of the sale, the service charge account will be updated accordingly.

Removal of Charge

Where a charge exists on a property title that is no longer applicable or enforceable, Amplius will appoint a solicitor to act on its behalf to facilitate the removal of the charge. The property owner will be responsible for all legal fees and for payment of an administration fee to cover Amplius' costs associated with managing the removal process.

Right to Shared Ownership (RtSO)

The Right to Shared Ownership (RtSO) applies to rented homes funded through the Affordable Homes Programme (AHP) 2021–2026. Eligible customers may purchase an initial share of between 10% and 75%, in line with the new Shared Ownership model. This includes rights and obligations relating to staircasing to full ownership, rent, service charges, and responsibility for maintenance and repairs, including the 10-year initial repair period.

Amplius will follow the relevant processes stipulated within the Capital Funding Guide for managing staircasing and maintenance requests.

RtSO applies to the property and not the customer and does not transfer if the customer moves home. Customers may only exercise the Right to Shared Ownership where they can demonstrate affordability and the ability to sustain Shared Ownership costs. Affordability will be assessed in accordance with the Capital Funding Guide.

Exemptions:

The following categories of property will be exempted from the RtSO scheme from the outset:

- Local Authority Homes
- Homes in Designated Protected Areas and rural exemption sites
- Specialist homes for older, disabled and vulnerable people
- Alms houses
- Homes where the landlord is a co-operative housing association.
- Homes where the landlord or freeholder is a Community Land Trust.

Amplius may block a Right to Shared Ownership sale where the cost floor is breached, meaning the current market value is below the total cost of development or acquisition, including grant funding.

Exceptional Exemption

In exceptional circumstances, a property may be exempt from the Right to Shared Ownership where a sale would give rise to practical or legal difficulties, including where there are legal impediments to granting a qualifying lease, where a sale would conflict with regeneration plans, or where substantial repair or remediation requirements materially distort the property's value.

Eligibility Criteria

Customers will be eligible for RtSO if they satisfy the eligibility criteria stipulated with the Capital Funding Guid and the section 106 (S106) and associated nomination agreement.

Right to Buy and Right to Acquire

Eligibility for the Right to Buy and Right to Acquire is determined in accordance with legislation. Customers must meet the qualifying tenancy and residency requirements set out in law. Amplius will assess eligibility at the point of application.

Applications must be submitted using the prescribed statutory form. Amplius will acknowledge receipt and determine eligibility within statutory timescales.

Where an application is deemed eligible, an offer notice will be issued setting out the purchase price, applicable discount, and key terms of the sale. Where an application is not eligible confirmation will be issued in writing confirming the statutory grounds on which the application has been rejected this decision will be final and binding in accordance with legislation and cannot be overturned.

Property valuations will be carried out in accordance with statutory requirements, with discounts applied in line with current Right to Buy and Right to Acquire legislation, customers have the right to request a determination by the District Valuer where applicable. Customers are not entitled to, and Amplius will not offer, any discounts beyond those provided for under current legislation.

Customers are responsible for all costs associated with the purchase, including legal, mortgage or lender, survey, and any applicable Stamp Duty Land Tax, and Amplius will not be liable for any abortive costs should the sale fail to complete.

Properties are sold on an “as seen” basis, with any ongoing obligations, including service charges or estate management responsibilities clearly set out prior to completion.

For Right to Buy sales, a restriction will be entered on the property title on completion to protect the discount for a period of five years. Where the property is resold within this period, a proportion of the discount will be repayable to Amplus in accordance with current legislative requirements. Upon the restriction being no longer applicable or at the point of resale after this date, Amplus will appoint a solicitor to act on its behalf to facilitate the removal of the charge. The property owner will be responsible for all legal fees and for payment of an administration fee to cover Amplus’ costs associated with managing the removal process.

All Right to Buy and Right to Acquire activity will be recorded and monitored. Sales will be reported through appropriate Amplus governance forums.

All Right to Buy and Right to Acquire applications will be handled fairly and without discrimination, in line with equality legislation and Amplus’ organisational values.

The process we will follow in managing Right to Buy and Right to Acquire applications is detailed in Amplus Right to Buy Procedure & Amplus Right to Acquire Procedure, which are implemented in accordance with statutory procedural requirements. <https://www.gov.uk/right-to-buy-buying-your-council-home>, <https://www.gov.uk/right-to-acquire-buying-housing-association-home>

Equality, Diversity and Inclusion

Affordable Homeownership products are accessible to all customers who meet the eligibility criteria set out under the Capital Funding Guide and Statutory Regulations. Amplus will not discriminate against any protected characteristic listed under the Equality Act 2010. We are committed to ensuring that no individual or group is discriminated against or treated unfairly as a direct or indirect result of this policy.

Additional Needs (addressing vulnerabilities)

Amplus understands that some of our customers and service users may be vulnerable for various reasons. Our policies will consider the recommendations made by the Housing Ombudsman and other regulatory bodies regarding vulnerabilities. Amplus will take a proactive approach when making decisions about customers or service users and, where possible, will tailor our services to meet their needs and support vulnerable individuals.

Summary of Local Variations

Section 106 Agreement’s and associated Nomination Agreements will be reviewed for each devolvement accordingly to ensure we adhere to any required Planning Conditions.

Part 4

Compliance and administration

Legal and Regulatory Compliance

This policy fully complies with Amplius' legal and regulatory obligations.

- Homes England Capital Funding Guide
 - Shared Ownership and Affordable Homes Programme (SOAHP) 2016 – 2026
 - Shared Ownership and the Affordable Homes Programme (AHP) 2021 - 2026
- Housing (Right to Enfranchisement (Designated Protected Areas) (England) Order 2009 (Statutory Instrument 2009/2098)
- Shared Ownership & Affordable Homes Programme Supplementary Information – Continuous Market Engagement (CME)
- Section 106, Town and Country Planning Act
- The Money Laundering, Terrorist Financing and Transfer of Funds Regulations 2017 (MLR 2017)
- The Housing Act 1985 (Right to Buy & Right to Acquire)
- Consumer Rights Acts 2015
- Consumer Protection from Unfair Trading Regulations 2008
- The Property Ombudsman – Code of Practice for Residential Estate Agents
- Data Protection Act 2018

This list is not exhaustive, and policy authors will undertake thorough research and/or seek professional advice to ensure that Amplius meets its obligations and complies with the current and relevant legislation and regulations.

Evaluation, Review and Performance Monitoring

This policy will be reviewed on a Triennial basis to ensure that it remains fit for purpose. A policy review may also be required earlier, in response to internal or external changes for example changes in legislation. Prompt and effective action will be taken where improvements are identified.

Amplius will undertake regular internal reviews to ensure continuous improvement of service delivery and that the policy compliments the strategic objectives of the organisations business plan.

Amplius will also be subject to an annual Homes England Audit and any recommendations arising from any audit will be considered and implemented where deemed appropriate.

We will monitor the performance of all parties involved in the process, this will include:

- Our Asset Sales Officers and Asset Sales Managers
- Our appointed selling agents
- Our appointed legal representatives
- Our appointed financial panel
- Our Communications Team

The Asset Sales team will maintain reports which track sales progress and activity across all Asset Sales types. On a monthly weekly, a sales forecast report will be completed and issued to members of the Sustainability & Commercial Team and Finance.

Monthly reports on Asset Sales performance will be presented at the:

- Strategic Managers Meeting – Sustainability & Commercial Services (Verbal Update)
- Development Finance Meeting
- Directors Meeting
- Development & Asset Investment Committee

These reports will include updates on:

- Performance against the Business Plan Target – All Asset Sales Tenure's
- Pipeline Sales (SSTC)
- Average Surplus Income Margin
- Market Conditions – Lender Updates
- Specialist Disposals and Projects

Related Policies

- Anti-Fraud, Bribery and Corruption Policy
- Code of Conduct Policy
- Communications and Marketing Policy
- Complaints Policy
- Equality, Diversity and Inclusion Policy
- First Come First Served Policy
- Flexible Tenure Policy
- Homeownership Policy
- Minimum Surplus Income Policy
- New Sales Policy
- Rent to Buy Policy

Part 5

Appendices

A. Associated Documents – Internal procedural document, colleague use only

- Staircasing Procedure
- Asset Disposals Procedure
- Right to Buy Procedure
- Right to Acquire Procedure

Part 6

Changelog

Amended date	Summary of changes	Version №