LEASEHOLD PROPERTY
BUY BACK POLICY

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1.0 Introduction

1.1 This Policy sets out the approach of Radcliffe Housing Society (RHS) of the voluntary buy back of leasehold properties where RHS is the freeholder.

1.2 The aim is to ensure fairness, consistency and value for money, in any buy back arrangement, while supporting the long-term sustainability of the Society's housing stock.

1.3 Any buy back is at our absolute discretion. It's not a right or entitlement.

1.4 This Policy doesn't apply to other owner occupiers, including:

- Those who have bought a property through a discount scheme such as Right to Buy or Right to Acquire.

2.0 Eligibility

2.1 We may consider buying back a leasehold property under the following conditions:

- The property is leasehold and RHS is the freeholder
- The property is within a block or estate where RHS maintains a wider housing management interest
- The leaseholder approaches RHS with a request to sell their interest back to RHS

3.0 Assessment Process

3.1 Upon receiving a request for buy back, RHS will undertake the following steps:

a. **Initial Review**
We will carry out an initial review of the property, lease and relevant documentation, to determine if a buy back is feasible and in line with strategic objectives.

b. **Property Inspection**
Before any formal offer is made, we will conduct an inspection of the property to assess its condition, required repairs to meet any legislation and suitability for return to the rental portfolio.

c. **Financial Assessment**
Consider requests from individuals who are at risk of being re-possessed by their lender due to financial hardship and/or a change in circumstances that impacts their affordability.

4.0 Valuation and Offer

- We will obtain an independent market valuation of the property.
- Based on the valuation, we may make a formal offer to purchase the leasehold interest depending on agreed NPV and the type of property to be acquired.

5.0 Lease Term Considerations

5.1 Where the remaining term of the lease is **below 25 years**, the maximum offer should be determined by reference to the independently assessed market value at the time, with an appropriate adjustment to reflect marriage value as advised by a qualified Independent Valuer or Surveyor

6.0 Offer Terms and Conditions

6.1 If we approve the request:

- The leaseholder must liaise with their lender
- Any offer made by RHS will be subject to contract and Board approval
- The leaseholder will be responsible for their own legal fees and associated costs
- The leaseholder must start the conveyance process, within three months of our decision
- Completion timescales will be agreed on a case-by-case basis
- RHS reserves the right to withdraw from the process at any time, prior to exchange of contracts

7.0 Strategic Considerations

7.1 We will prioritise buy backs that contribute to:

- Regaining control of blocks or estates with high leaseholder ownership
- Reducing management complexities
- Providing new opportunities for affordable rented housing

8.0 If an agreement is not reached

8.1 You can ask us to review our decision within ten working days of us letting you know.

8.2 RHS will seek to resolve the matter through further negotiation and may obtain an additional independent valuation to support a fair and evidence-based position.

8.3 RHS will not agree a purchase price that is not supported by professional valuation advice or market evidence, nor will RHS enter into agreements that fall outside approved policy or funding limits.

8.4 Where agreement remains unattainable, RHS reserves the right to withdraw from the proposed buy-back.

9.0 Review

9.1 We will review this Policy to address legislative, regulatory, best practice or operational issues.

9.2 Any exceptions to this Policy must be approved by the Radcliffe Housing Society Board.