

TownTalk

News and updates for Catalyst's leaseholders

- Subletting your home
- Simultaneous staircasing
- Fire kills

Welcome

As your circumstances change, so may your housing needs. You may have got a new job that's further away, your children may have moved out or you may even have another one coming soon. If you decide your home is no longer suitable for you, you may want to sell it – page 3 includes details of how you can do this.

This issue also includes information about safety in the home, which is a top priority for us at Catalyst. See opposite to find out about the dangers of faulty gas appliances and go to page 4 to see our tips on fire safety.

Finally, if you have any comments on how we can improve our service – please do send them to us. Your feedback can help shape our services for the better.



Best wishes
Steve Chapman
Leasehold and New Tenures Manager

Be careful, be **gas safe**

Faulty gas fires, boilers and cookers can be deadly. They can cause carbon monoxide poisoning as well as gas leaks, fires and explosions.

If you own or part-own your home, it's your responsibility to make sure your gas appliances are safe. That's why we recommend you get them checked annually by a qualified engineer.

To find a qualified gas engineer near you:

- call **0800 408 5500**
- visit www.gassaferegister.co.uk



**Catalyst
Housing**



Can I **sublet** my home?

Some of you have been asking us whether you're allowed to take in a lodger or sublet your home. Here are the answers to your frequently asked questions.

Can I take in a lodger?

Yes you can take in a lodger or 'paying guest' as long as you remain a resident at the property ie you continue living there full time. You don't need our permission to do this.

Can I sublet my home?

Shared owners are generally not allowed to sublet their homes. In exceptional circumstances, we may give you permission to sublet for a temporary period of time. But please remember this is at our discretion and you'll need to make an application, which costs £50.

If you sublet your shared ownership property without our permission, you may be breaking the terms of your lease.

What if I own 100% of the home?

If you own 100% of your property you can sublet it and you usually don't need our permission to do this. Your tenants just need to keep to the terms of your lease.

If you are subletting, please make sure the correspondence details we have for you are up to date so we can:

- send you important information such as your service charge statement
- contact you if there is an emergency

Where do I send my new contact details?

- Call your local customer service centre
- Email us via our website

See back page for our contact details



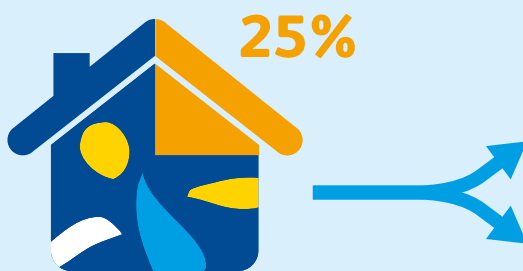
Simultaneous staircasing explained

If you're a shared owner and want to sell your home, then have you thought about 'simultaneous staircasing'?

Simultaneous staircasing involves buying the full share of your property (known as staircasing) and at the same time selling the property as a whole. There's a common misconception that you need to get a

mortgage or have the cash to purchase the remaining share in your property. As you will be simultaneously buying the remaining share and selling your property, your buyer's money will fund your staircasing.

How simultaneous staircasing works



You own a 25% share in your property

You find a buyer on the open market that pays you for 100% share of the property



↓ This happens at the same time ↑



From the sale proceeds you take your 25% and pay Catalyst the 75%

The main benefit of simultaneous staircasing is that you are free to sell your property on the open market. This is unlike a 'resale' (simply selling your share) where your property cannot initially be advertised on the open market as the buyer will have to meet the criteria for shared ownership. With simultaneous staircasing none of these checks apply and the property is not treated like a shared ownership property. Therefore the number of people your property can be advertised to is greater.

If you do decide to sell, you will need to appoint a solicitor and pay for an independent RICS valuation. Depending on what you paid for the property, you may also have to pay stamp duty (SDLT) on the staircasing premium. Please speak to a legal adviser for further details on stamp duty.

For more information on simultaneous staircasing or to request an information pack please call us on **0845 601 7729**.

Fire kills

Every year fire kills hundreds of people and causes thousands of pounds worth of damage. But you can take a few simple steps to keep you, your neighbours and your home safe.

Take care with candles: always fix them in a holder, never put them near fabrics, and blow them out when you leave a room.

Put cigarettes out properly: don't leave a cigarette unattended and put it out properly.

Be careful when cooking: especially with hot oil and never leave children alone in the kitchen when the hob or oven is on.

Get a smoke alarm: fix it where everyone can hear it, test the batteries each week and change the batteries once a year.

Keep communal areas clear: don't dump rubbish in communal areas as this can cause delays if people need to leave a building if there is a fire.

For more tips on fire safety visit www.chg.org.uk

Contact us



By phone

London customers:
0300 456 2099

South East customers:
0300 456 2090



By email / online

Via our website at
www.chg.org.uk



By post

Ealing Gateway
26-30 Uxbridge Road
London W5 2AU



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**Catalyst
Housing**

Your home is your castle...

And everything inside it your jewels!

If you're a leaseholder, Catalyst insures the building you live in. Our building insurance protects the structure of your home against major accidents or disasters. This means the outer walls, roof and communal areas will be covered if there is a fire, storm, flood, leak or gas explosion.

But we don't insure your furniture, belongings or household goods against theft, fire, vandalism or burst pipes. So we recommend you take out home contents insurance either with our special scheme (arranged by Aon, through Aviva) or by making your own arrangements.

For more details pick up a leaflet from your local office or visit www.chg.org.uk

