



From mountain to sea

Empty Property Matchmaker Scheme Owner/Seller Registration Form

Owner details

Name:

Address:

Telephone
number:

Email
address:

Empty property details (please tick where appropriate)

Address:

Empty Property Type		Size	
Detached	<input type="checkbox"/>	1 bed	<input type="checkbox"/>
Semi Detached	<input type="checkbox"/>	2 bed	<input type="checkbox"/>
End Terrace	<input type="checkbox"/>	3 bed	<input type="checkbox"/>
Mid Terrace	<input type="checkbox"/>	4 bed	<input type="checkbox"/>
Flat (please state floor)	<input type="checkbox"/>	5 bed	<input type="checkbox"/>
Bungalow	<input type="checkbox"/>	Other	<input type="checkbox"/>

Empty property details cont.

Any garden?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Shared <input type="checkbox"/>
Size?	Small <input type="checkbox"/>	Medium <input type="checkbox"/>	Large <input type="checkbox"/>

Property condition		
Good condition <input type="checkbox"/>	Needs minor work <input type="checkbox"/>	Needs major work <input type="checkbox"/>

Is the property	a Listed building <input type="checkbox"/>	In a conservation area <input type="checkbox"/>
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Property value details

Valuation	£	Asking price	£
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Does the property have a current Home Report?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Is the property currently for sale on the open market?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If yes, please provide name of agent	
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Please note that under the Housing (Scotland) Act 2006 it is a legal requirement in Scotland for any property which is “on the market” to have a Home Report. Owners who are considering selling but have not yet taken the step of getting a home report may register with the scheme, however they should not enter into any negotiations with potential purchasers until a Home Report has been acquired. You are advised to seek independent legal advice regarding this.

Additional information/comments	e.g. details of works required or recently completed, etc., other information
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Legal Disclaimer:

The Empty Property Matchmaker Scheme is for matching buyers and owners registered under this scheme who are considering selling their empty property. It does not constitute professional advice and is not a substitute for any legal processes associated with selling and buying property. The Council is not acting as your commercial agent in operation of this scheme and all negotiations and sales processes take place between the seller and buyer. The Council is not acting as an agent for any party, and it is strongly recommended that any potential buyer or seller should carry out their own checks and inspections and independent legal advice is obtained before entering into any contract or other legally binding document.

The Council will not be liable to any party be they a registered buyer or registered home owner for any matter arising directly or indirectly from providing contact details to another person under this scheme.

Please complete and return this form, including signed Privacy Notice, to:-

**Development Officer – Affordable Housing and Empty Homes
Housing Strategy Team
Infrastructure Services
Aberdeenshire Council
Gordon House
Inverurie
AB51 3WA**

Or email to: emptyhomes@aberdeenshire.gov.uk

Privacy Notice

Aberdeenshire Council Empty Property Matchmaker Scheme Owner/Seller Registration Form

Please ensure you have read the attached Privacy Notice, which outlines how your information will be stored and used by Aberdeenshire Council. Please ensure you agree to consent on this basis, by completing the form and sign and date it where shown.

The Data Controller of the information being collected is Aberdeenshire Council.

The Data Protection Officer can be contacted at Town House, 34 Low Street, Banff, AB45 1AY.

Email: dataprotection@aberdeenshire.gov.uk

Your information is being collected to use for the following purposes:

- To register your interest in Aberdeenshire Council's Empty Property Matchmaker Scheme. All details on this form will be included/contained on a database specifically held and used for empty property matchmaking purposes by Aberdeenshire Council.

Your information is:

Being collected by Aberdeenshire Council	X
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The Legal Basis for collecting the information is:

Personal Data	
Consent	X

Where the Legal Basis for processing is either Performance of a Contract or Legal Obligation, please note the following consequences of failure to provide the information:

Not Applicable

Your information will be shared with the following recipients or categories of recipient:

Your information will be shared only with those relevant buyers who have registered on the Matchmaker Scheme and noted an interest in potentially buying an empty property. The information shared will be: contact names, telephone numbers, email addresses and general information about the property. The address of the empty property will not be disclosed by Aberdeenshire Council. This information is not shared with third purposes

Your information will be transferred to or stored in the following countries and the following safeguards are in place:

Not Applicable

The retention period for the data is:

We will review this list on an annual basis to ensure that the information held is up to date. If you are no longer interested in the Empty Property Matchmaker Scheme within Aberdeenshire your details will be deleted from the mailing list. Alternatively you can ask for your details to be deleted at any time.

The following automated decision making, including profiling will be undertaken:

Not Applicable. Automated decision making or profiling is not undertaken by Aberdeenshire Council

Please note that you have the following rights:

- To withdraw consent at any time where the Legal Basis specified above is Consent;
- To lodge a complaint with the Information Commissioners Office (after raising the issue with the Data Protection Office (after raising the issue with the Data Protection Officer first));
- To request access to your personal data;
- To data portability, where the legal basis specified above is:
 - (i) Consent; or
 - (ii) Performance of a Contract
- To request rectification or erasure of your personal data, as so far as the legislation permits.

Where the Legal Basis for processing is Consent, please tick boxes beside each statement to confirm that you have been provided:

- The purpose for your information being collected;
- Full information about the intended processing;
- Details of any sharing of your information;
- Details of the security for transferring your information to any country outside the EEA
- The applicable retention period
- Details of any automated decision-making or profiling applied to your information; and
- Details of your rights
- I understand that I have the right to withdraw this consent at any time by contacting:
unsubscribeemptyhomes@aberdeenshire.gov.uk

Print Name: _____

Print name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____