



## Empty Property Matchmaker Scheme Buyer Registration Form

### Your details

Name:	<input style="width: 90%;" type="text"/>		
Phone:	<input style="width: 30%;" type="text"/>	Email:	<input style="width: 60%;" type="text"/>
Address:	<input style="width: 95%;" type="text"/>		
Type of buyer:	Personal (e.g. for owner-occupation) <input type="checkbox"/>	Developing for sale <input type="checkbox"/>	Buying to let <input type="checkbox"/> Other <input type="checkbox"/>

If you have a particular empty property in mind, please give its address:

### Type of property you are interested in (please tick all that apply)

• Number of bedrooms:	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 or more <input type="checkbox"/>
• Type of property:	House <input type="checkbox"/>	Flat <input type="checkbox"/>	Other (please specify) _____		
• Style of property:	Period <input type="checkbox"/>	Contemporary <input type="checkbox"/>			
• Condition of property:	Good condition <input type="checkbox"/>	Needs minor work <input type="checkbox"/>	Needs major work <input type="checkbox"/>		
• Garden/land required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, please give details: <input style="width: 250px;" type="text"/>		

### Preferred locations (please tick all that apply)

<input type="checkbox"/> Aberdeenshire	<input type="checkbox"/> Inverclyde
<input type="checkbox"/> Angus	<input type="checkbox"/> Moray
<input type="checkbox"/> Argyll & Bute	<input type="checkbox"/> Orkney
<input type="checkbox"/> Clackmannanshire	<input type="checkbox"/> Perth & Kinross
<input type="checkbox"/> Dundee	<input type="checkbox"/> Renfrewshire
<input type="checkbox"/> East Ayrshire	<input type="checkbox"/> Scottish Borders
<input type="checkbox"/> East Lothian	<input type="checkbox"/> South Ayrshire
<input type="checkbox"/> Falkirk	<input type="checkbox"/> Stirling
<input type="checkbox"/> Fife	<input type="checkbox"/> West Dunbartonshire
<input type="checkbox"/> Glasgow	<input type="checkbox"/> West Lothian
• Type of location:    Town <input type="checkbox"/> Village <input type="checkbox"/> Rural <input type="checkbox"/>	
• Please specify any particular locations (towns, villages, etc) that you are interested in:	
<input style="width: 95%; height: 20px;" type="text"/>	

### Budget

Minimum:	<input style="width: 250px;" type="text" value="£"/>	Maximum	<input style="width: 250px;" type="text" value="£"/>
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### Additional information/comments/questions

### Code of conduct

The Code of Conduct applies to all parties on the Matchmaker Scheme. Communications and negotiations between parties must be respectful, honest and reasonable at all times without undue persistence or time pressures being introduced. Participants must ensure that no action or omission on your part is detrimental to the interests of the scheme.

Information distributed through the Property Matchmaker service is intended for registered buyers only. Please be aware that if this information is not to be shared with external parties or third parties

Failure to meet the standards and requirements of the code of conduct may result in removal from the scheme.

### Privacy Policy

By providing your details supplied on this registration application you agree to your information being shared with the lead officer for empty homes work for the councils you have selected as relevant to you in the preferred locations section of this form.

By providing your details supplied on this registration application you also agree to your information being shared with registered owners of empty homes participating in this scheme whose properties meet your requirements for the purposes of participating in the local property matchmaker scheme.

Your personal details will not be accessible through our website or made public in any other way and any personal information provided will be retained by the relevant councils for the purposes of the property matchmaker scheme until you either find a match to a property or for 12 months from receipt, unless you advise us within that period that you no longer wish to participate in the scheme.

For more information on how Shelter process personal data or to see how you can exercise your right under the Data Protection Bill 2018 and the GDPR then see Shelter Scotland's privacy notice at [https://england.shelter.org.uk/contact\\_us/privacy](https://england.shelter.org.uk/contact_us/privacy)

When sending personal information to any of the participating councils listed above you are advised to do so in as safe and secure a manner as possible. Using registered post, hand delivery or special delivery will provide some assurances that we may have received them. If you intend to send information to us you must be aware that email should not be considered a secure method of delivery. The Council **accepts no responsibility** for the loss, damage or misdirection of personal information, sent electronically or by any other means.

Signature (tick box if filling in electronically):

### Disclaimer

The Property Matchmaker 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, it is strongly recommended that all potential buyers 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 note that under the Housing 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 should not enter into any negotiations with potential purchasers until a Home Report has been acquired.

Please return your completed form to the Empty Homes Adviser at:

[Frances\\_Snee@shelter.org.uk](mailto:Frances_Snee@shelter.org.uk)

or

Frances Snee

Empty Homes Advice Service

Scotiabank House, 6 South Charlotte Street, Edinburgh, EH2 4AW

### **What happens next?**

The Empty Homes Officer will contact you to confirm receipt of your form. If you have ticked multiple council areas of interest to you your form will also be sent to the other relevant councils you have chosen. They may also get in touch to acknowledge receipt of your form.

If a potential match is found the Empty Homes Officer will get back in touch with you to discuss the details and arrange to introduce you to the property owner. The two parties (the potential purchaser and the property owner) can then take forward discussions about the sale of the property, either directly or through their agents.

No personal details are made public.