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| Office use only: | Buyer Ref: |

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**Empty Property Matchmaker Scheme**

**Buyer Registration Form**

**Your details**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | | | | | | | |  |
| Name: |  | | | | | | | |  |
|  |  | | | |  |  | | |  |
| Phone: |  | | | | Email: |  | | |  |
|  |  | | | |  |  | | |  |
| Address: |  | | | | | | | |  |
| Type of buyer: | | Personal (e.g. for owner-occupation) |  | Developing for sale | | | Buying to let | Other |  |

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

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| * Number of bedrooms: | | 1 | | 2 | | | 3 | | | 4 | | 5 or more | | |  | |
| * Type of property: | | House | | | | Flat | | | Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |
| * Style of property: | | Period | | | | Contemporary | | | | |  | | | | | |
| * Condition of property: | | Good condition | | | | | | Needs minor work | | | | | | Needs major work | | |
| * Garden/land required? | Yes | | No | | If yes, please give details: | | | | | | | |  | | |  |
|  | | | | | | | | | | | | | | | | |

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

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Kirkwall  Stromness  East Mainland (inc. Burray and South Ronaldsay)  West Mainland  Eday  Egilsay  Flotta  Graemsay | | |  |  | Hoy  North Ronaldsay  Papa Westray  Rousay  Sanday  Shapinsay  Stronsay  Westray  Wyre |  |  | |
| * Please specify any particular locations (towns, villages, etc) that you are interested in: | | | | | | | | |
|  |  | | | | | | |  |
|  | |  | | | | | |  |

**Budget**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Minimum: | £ | Maximum | £ |  |
|  |  |  |  |  |

**Additional information/comments/questions**

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| --- |
|  |

**By providing your details you agree to your information being shared with registered owners of empty homes participating in this scheme whose properties meet your requirements.**

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 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.

|  |  |
| --- | --- |
| 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 Development Officer at:

rachael.bowes@orkney.gov.uk

or

Rachael Bowes

Empty Homes Development Officer

Housing Services

Orkney Islands Council

School Place

Kirkwall

Orkney

KW15 1NY

**What happens next?**

The Empty Homes Officer will contact you to confirm 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.

**The Data Protection Act 1998**

The information you have given will only be used for the purposes of the Property Matchmaker Schemes of the relevant councils chosen by you in the Preferred Locations section above. The relevant council(s) may check your details with other information held and may share these with other Council Services and to check the accuracy of the information; to prevent or detect fraud or crime or to protect public funds.