

Homes Again Property Matchmaker Owner 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: 90%;" type="text"/>		

Empty property address

Property details

- Area type: Town Village Rural
- Type of property: House Flat
- Number of bedrooms: 1 2 3 4 5 or more
- Style of property: Period Contemporary
- Condition of property: Good condition Needs minor work Needs major work
- Any garden/land? Yes No If yes, please give details:

Sale

Does the property have a current Home Report?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the property currently for sale on the open market?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide the name of the agent <input style="width: 450px;" type="text"/>	
Value of Property stated in Home Report _____	
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.	

Additional information/comments/questions (e.g. details of work recently completed or to do, etc)

By providing your details you agree to your information being shared with potential buyers. Your personal details will not be accessible through our website.

Signature (tick box if filling in electronically):	<input type="checkbox"/>
Date	

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.

Code of Conduct

The Code of Conduct applies to all parties registered with the East Ayrshire Council Property Matchmaker Scheme. This service promotes suitable and satisfactory outcomes for all parties. Communication and negotiation between registered parties must be respectful, honest and reasonable at all times without undue persistence or pressure. All participants must ensure that no action or omission on their part is detrimental to the interest of the scheme.

Information distributed through the Property Matchmaker service is intended for registered buyers only. Information provided must not to be shared with external parties or third parties under any circumstances.

Consistently providing bids which are substantially below the asking price and do not reflect a realistic offer falls below the expected conduct for registered buyers.

Please note that failure to meet the standards and requirements of the code of conduct may result in removal from the scheme.

Looking after your personal details – Data Protection

What we need and why

The information you have provided on this form will be used by East Ayrshire Council (the "data controller" for the purposes of the Data Protection Act) in relation to the East Ayrshire Council Property Matchmaker Scheme. Alongside property information we only collect personal data about you which we need to allow us to process your East Ayrshire Council Property Matchmaker registration form. This includes the following personal details: contact name; contact telephone number; contact email address; contact address.

Who we share information with

The information that you provide within this application shall be held on a matchmaking database controlled and operated by the East Ayrshire Council Empty Homes Officer.

'Sellers' who register with this service should be aware that the property details they have included will be distributed to all appropriate registered buyers. If a 'Buyer' declares an interest in a property then the 'Sellers' personal information will be shared with the 'Buyer' in order to generate a communication link. This following personal information will be shared: contact name; contact telephone number; contact email address.

'Buyers' should be aware that if they choose to declare an interest in any property then personal information will be shared with the appropriate 'Seller' in order to generate a communication link. The following personal information will be shared: contact name; contact telephone number; contact email address.

What we do with it

The Council maintains data protection controls in line with the General Data Protection Regulation, other data protection legislation and its own Information Security Policy to ensure the effective and secure processing of your information. The information will be held securely by the Council and will be treated as confidential except where the law requires it to be disclosed. The Council may check information provided by you or information about you provided by a third party, with other information held by us. We may also get information from certain third parties or share your information with them in order to check its accuracy, prevent or detect crime, protect public funds or where required by law.

How long we keep it

Your information will be retained by the Council for the duration of your registration and for 1 year thereafter. Please contact the Empty Homes Officer if you no longer wish to participate in this scheme.

Please note that you should read this information in conjunction with the Councils Full Privacy Statement which is accessible on the Councils website at:

<https://www.east-ayrshire.gov.uk/CouncilAndGovernment/About-the-Council/Information-and-statistics/Privacy-Statement.aspx>

Declaration

By submitting an application form to register with the East Ayrshire Council Property Matchmaker you are hereby confirming:

1. That to the best of your knowledge, the details that you have entered on your application form are true and accurate;
2. You understand that the information you provided will be help on a matchmaking database held and used by the East Ayrshire Council Empty Homes Officer;
3. You understand that by registering with this service, your property information provided will be distributed to relevant interested buyers. Please note that for your security no exact address will be disclosed.
4. You understand that your name, contact phone number, and email address will be passed on to registered buyers if they declare an interest in your property;
5. You understand that East Ayrshire Council are not acting as an agent in the operation of this service, and we 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
6. You agreed to adhere to the standards highlighted within the above Code of Conduct, and understand that failure to meet these standards may result in your removal from the service.

Applicants Signature

Date of Completion

Where should I return my application?

Please return your completed form to Liz King, Empty Homes Officer:

Email: elizabeth.king@east-ayrshire.gov.uk

Mail: Liz King

East Ayrshire Council

Private Sector Housing Unit

Civic Centre North

John Dickie Street

Kilmarnock

KA1 1HW

What happens next?

The Private Sector Housing Unit will contact you to confirm receipt of your form.

If a potential match is found Liz King, Empty Homes Officer will introduce the identified purchaser to the owner and the two parties can then take forward discussions about the sale of the property, either directly or through their agents