|  |  |
| --- | --- |
| Office use only: | Owner Ref:      |

|  |
| --- |
| http://t2.gstatic.com/images?q=tbn:ANd9GcTZRcB2w9Pqawzf0vm1CBG9EEyS43TzVuCwH7kQD5vLo-4Ct7mR |

**Fife Council Empty Homes Matchmaker Scheme**

**Owner Registration Form**

**Your details**

|  |
| --- |
| Name:Phone:Email:Address: |

**Empty property address**

|  |
| --- |
| Address: |

**Property details**

|  |
| --- |
| Please check the boxes that apply to you.**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 [ ]
* Needs minor work [ ]
* Needs major work [ ]

**Any garden/land?*** Yes [ ]
* No [ ]
* If yes, please give details:
 |

**Sale price**

|  |
| --- |
| **Valuation (Please write an amount):** £**Asking price (Please write an amount):** £**Does your property have a current Home Report?*** Yes [ ]
* No [ ]

**Is the property currently for sale on the open market?*** Yes [ ]
* No [ ]
* If yes, please provide the name of the agent:

**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. You should not enter 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:**

Please return your completed form to the Empty Homes Team via:

**Email:** emptyhomes@fife.gov.uk

OR

**Mail:** Fife Council, Housing Services, Fife House, North Street, Glenrothes, Fife, KY7 5LT

**What happens next?**

A member of the Empty Homes Team will contact you to discuss further thereafter the property will then be added to the matchmaker scheme.

Once your application is added to the scheme your details will be shared with potential buyers. The buyer will then contact you and the two parties can then take forward discussions about the sale of the property, either directly or through their agents.

No personal details are made public.

|  |
| --- |
| **Disclaimers**1. The Property Matchmaker scheme is not an estate agency. **It does not constitute professional advice or public marketing of your property** and is not a substitute for any legal processes associated with selling and buying property. The Council is not acting as an agent for any party, and all negotiations and sales processes take place between the seller and buyer. It is strongly recommended that all potential sellers carry out their own checks and inspections and independent legal advice is obtained before entering any contract or other legally binding document.2. 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. You should not enter into any negotiations with potential purchasers until a Home Report is acquired. |