



Empty Homes Matchmaker Scheme Seller Registration Form



Your details

Name:	<input type="text"/>		
Phone:	<input type="text"/>	Email:	<input type="text"/>
Address:	<input type="text"/>		

Full postal address of property that is for sale

Type and size of property

• 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:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, please give details: <input type="text"/>		

Price

Home report value:	<input type="text"/>	Asking price:	<input type="text"/>
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Marketing Information

Please provide details of who is selling/marketing property and submit copy of schedule/home report if available

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/sellers only. Please be aware that 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.

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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.

When sending personal information 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.

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.

By providing your details you also agree to your information being shared with any of the councils you ticked as relevant to you in the Preferred Locations section of this form. 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, unless you advise us that you no longer wish to participate in the scheme.

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.

Signature (tick box if filling in electronically):

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.

Please return your completed form to: Kelly Ferns, Empty Homes Officer - Kelly.ferns@argyll-bute.gov.uk

Argyll and Bute Council, Dolphin Hall, Manse Avenue, Dunoon PA23 8DQ Tel: 01369 708672

MATCHMAKER SCHEME CODE OF CONDUCT POLICY

1. Introduction

1.1 The purpose and aim of the Code of Conduct is to provide guidance about the standards of conduct and behaviour that Scottish Empty Homes Partnership and Argyll and Bute Council expects from its Matchmaker Scheme

1.2 All interested parties should ensure they act at all times in a manner that is fair and reasonable

1.3 All buyers must uphold the rule of law and comply with their legal and regulatory obligations.

1.4 It should be stated at the outset that this Code of Conduct is voluntary but intended to protect owners and buyers of empty properties

2. Application

2.1 The Code of Conduct applies to all parties on the Matchmaker scheme

2.2 Failure to meet the standards and requirements of the Code may result in removal from the scheme

3. Principles

You must:

3.1 Act always fairly and reasonable.

3.2 Ensure that no action or omission on your part is detrimental to the interests of the scheme

3.3 Support the right of all people to be treated with dignity and respect.

4. Removal from the scheme

4.1 If the Local Authority receives report of concern about the conduct of participant in the scheme they will be removed with immediate effect.

Please sign Code of Conduct form to confirm that you agree to these terms and return with completed matchmaker application form.

Signed _____

Dated _____

