



ABERDEEN

CITY COUNCIL

Empty Homes: Matchmaker Scheme



What is the Matchmaker Scheme?

The matchmaker scheme aims to introduce long-term empty home owners who are looking to sell their property with people who are looking to purchase an empty property.

This scheme can be used whether the property requires some form of repair work or the property is in a condition that is ready to move in.

Benefits for Owners/Sellers

- **Free:** It is free to put the details of your property on the Matchmaker website, where it will be listed for an indefinite period of time until the property is brought back into use.
- **Increased exposure:** The scheme increases the amount of exposure your property receives by highlighting it to visitors of Aberdeen City Council's Empty Homes website.
- **Targeted marketing:** The empty property will be seen by buyers who are specifically looking to acquire an empty home and who would often be willing to carry out renovation works.
- **Non-exclusive:** The property can remain for sale with an estate agent and the sale can continue through this agent if a 'match' is made via the scheme.

Benefits for Buyers

- **Free:** It is free to put your details on the Matchmaker website, allowing us to match you to suitable properties and owners.
- **Opportunity for Investment:** An empty home needing some renovation can provide an opportunity to buy at a more affordable price, increasing the possibility of making a profit through either renting the property out or selling it on at a later time.
- **Vacant possession:** An empty home gives the buyer the advantage of vacant possession, so you can start developing on the property as soon as you like.
- **Additional sellers, additional properties:** Potential buyers can have their details passed on to sellers who they otherwise would have struggled to contact, potentially allowing access to properties not listed through commercial websites or estate agents. Additionally, if you are also interested in being notified of empty properties in other local authority areas, you can notify us of this on the Buyers' Application, and we will pass your details onto that authority's empty homes Matchmaker Scheme.

How do I get added to the scheme?

Complete the application form attached and return it to the Empty Homes Officer as detailed in the form.

- Application for Buyers
- Application for Sellers

If you are selling a property we would also suggest that you include a picture of your empty property as this will encourage interest from a wider range of potential buyers.

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 a 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, and it is strongly recommended that any potential buyers or sellers should 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 be aware 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, but are advised that they should not enter into any negotiations with potential purchasers until a Home Report has been acquired.

Privacy Statement

How we use your information

Aberdeen City Council collects and records your personal information, including your name, address and contact information. The information that you provide within this application will be held on a matchmaking database controlled and operated by the Aberdeen City Empty Homes Officer.

For 'sellers' we will also hold information about your property in order to advertise your empty home on the Council website and to inform prospective buyers that your property is for sale. '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 (name, telephone number and email address) will be shared with the 'Buyer' in order to generate a communication link. 'Buyers' should also be aware that if they choose to declare an interest in a property then their personal information (name, telephone number and email address) will be shared with the appropriate 'Seller'.

The Council does not share this information with any other organisation or Council business area.

How long we'll keep your information for

We will keep this information for 12 months commencing from either the day your property is sold, or from the day you choose to withdraw from the matchmaker scheme.

Your rights

You've got legal rights about the way the council handles and uses your data, which include the right to ask for a copy of it, and to ask us to stop doing something with your data. Please contact the Council's Data Protection Officer by email: DataProtectionOfficer@aberdeencity.gov.uk or in writing at: Legal and Democratic Services, Business Hub 6, Level 1 South, Marischal College, Aberdeen, AB10 1AB.

More information about all the rights you have is available on our website at: <https://www.aberdeencity.gov.uk/your-data> .

You also have the right to make a complaint to the Information Commissioner's Office, (www.ico.org.uk). They are the body responsible for making sure organisations like the Council handle your data lawfully.

Our legal basis

Wherever the Council processes personal data, we need to make sure we have a legal basis for doing so in data protection law. The Council understands our legal basis for processing this personal data as Article 6(1)(e) of the General Data Protection Regulation. This is because we consider providing this service to be part of our public task under our powers set out in the Local Government Finance Act 1992 and the Housing (Scotland) Act 2010 s157.

Code of Conduct

The Code of Conduct applies to all parties registered with the Aberdeen City 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 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.