

**Aberdeen City Council: Empty Homes Service
Matchmaker Scheme – Seller Registration Form**



Owner Details

Name:	<input style="width: 90%;" type="text"/>	
Phone:	<input style="width: 30%;" type="text"/>	Email: <input style="width: 50%;" type="text"/>
Address:	<input style="width: 90%;" type="text"/>	

Empty Property Address	Length of Time Empty

Property Details

Type of Property	Number of Bedrooms	Any garden / land
House	1 bedroom	Yes
Flat	2 bedrooms	No
	3 bedrooms +	

Condition of the property and if works are needed, the approximate value for works

Good Condition	Under £10,000	
Needs Minor Work	Under £25,000	
Needs Major Work	Over £25,000	

Valuation: £ <input style="width: 50%;" type="text"/>	Asking Price: £ <input style="width: 50%;" type="text"/>
Does the 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	<input style="width: 80%;" type="text"/>

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



Please attach photographs of the property you are trying to sell.

Please be aware that Aberdeen City Council accept no liability for and shall not be involved in any agreements or happenings that should occur between you and a buyer. Aberdeen City Council is not responsible for the accuracy of any information provided or passed on by it under the matchmaker scheme and shall not be liable for any loss or damage resulting from any inaccuracy of such information. Aberdeen City Council does not make or give any representation or warranty whatsoever in relation to any information received or passed on and does not provide legal advice of any kind in relation to the matchmaker scheme. For confidentiality reasons no personal details will be published on the website.

If your property has been empty for 6 months or more, Aberdeen City Council can display brief details of the property as part of its Matchmaking Scheme. When the Empty Homes Officer spots a potential “match” they will pass you the contact details of the potential buyer.

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.

Declaration

By submitting an application form to register with the Aberdeen City 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 held on a matchmaking database held and used by the Aberdeen City Council Empty Homes Officer;
3. You understand that by registering with this service, you give permission for Aberdeen City Council to list details of your property with a photograph for the purpose of indicating for sale through the Matchmaker Scheme
4. You understand that by registering with this service, your property information provided to Aberdeen City Council will be distributed to relevant interested buyers. Please note that for your security no exact address will be disclosed.
5. 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;
6. You understand that Aberdeen City 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
7. You agree 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 Anu Kasim, Empty Homes Officer:

Email: AKasim@aberdeencity.gov.uk

Mail: Anu Kasim
Empty Homes Officer,
Housing Strategy
Aberdeen City Council,
Marischal College
1 Broad Street, Aberdeen.
AB10 1AB

Tel: 01224 523614

What happens next?

The Empty Homes Officer will contact you to confirm receipt of your form and the property will be added to the property matchmaker database.

If a potential match is then found, the Empty Homes Officer will introduce the identified purchaser to the owner and the two parties can then take communication forward regarding the potential sale of the property, either direct or through their selected agents.