



Homes Again Renfrewshire 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 price

Valuation:	<input style="width: 300px;" type="text" value="£"/>	Asking price:	<input style="width: 300px;" type="text" value="£"/>
Does the property have a current Home Report?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Is the property currently for sale on the open market?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please provide the name of the agent	<input style="width: 450px;" type="text"/>		

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)

Code of conduct

The Code of Conduct applies to all parties on the Matchmaker Scheme. The Matchmaker Scheme promotes a suitable and satisfactory outcome for all parties. Communications and negotiations between parties must be respectful, honest and reasonable at all times. Participants must ensure that no action or omission on your part is detrimental to the interests of the scheme.

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

Privacy Policy

By providing your details supplied on this registration application you agree to your information being held for the purposes of the Property Matchmaker Scheme. By providing your details supplied on this registration application you agree to your information being shared with registered Property Matchmaker Buyers whose criteria meet your requirements for the purposes of the local property matchmaker scheme.

Your personal details will not be accessible through Renfrewshire Council's website or made public in any other way and any personal information provided will be retained by Renfrewshire Council for the purposes of the property matchmaker scheme until you either find a match to a property or for 12 months from receipt, unless you advise us within that period that you no longer wish to participate in the scheme.

For more information on how Renfrewshire Council process personal data or to see how you can exercise your right under the Data Protection Bill 2018 and the GDPR then see Renfrewshire Council's privacy notice at <http://www.renfrewshire.gov.uk/privacypolicy>

When sending personal information to Renfrewshire Council 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 potential buyers. Your personal details will not be accessible through our website.

Signature (tick box if filling in electronically):

Please return your completed form to the Empty Homes Officer: Karen.rae@renfrewshire.gov.uk
Tel: 0141 618 6262

Karen Rae
Empty Homes Officer
Renfrewshire Council
Renfrewshire House
Cotton Street
Paisley PA1 1UJ

What happens next?

The Empty Homes Officer will contact you to arrange a site visit and the property will be added to the property list.

If a potential match is found the 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.

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. Renfrewshire Council is not acting as a commercial 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 into any contract or other legally binding document. **Renfrewshire 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.**
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, however should not enter into any negotiations with potential purchasers until a Home Report is acquired.