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| Office use only: | Buyer Ref: |

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

**Fife Council Empty Homes Matchmaker Scheme**

**Buyer Registration Form**

**Your details**

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| Name:  Phone:  Email:  Address:  Type of buyer:   * Personal (for example, owner-occupation) * Developing for sale * Buying to let * Other |

If you have a particular empty property in mind, please give its address:

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| Address: |

**Type of property you are interested in**

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| Please check the boxes that apply to you.  **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: |

**Preferred location**

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| **Location type:**   * Town * Village * Rural   Please specify if you have a particular location in mind: |

**Budget**

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| **Minimum:** £  **Maximum:** £ |

**Additional information/comments/questions**

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**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 always, 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 only. Information provided to registered Matchmaker buyers must not be shared on with external parties or third parties under any circumstances.

Consistently providing bids which are substantially below the asking price,and which do not reflect a realistic offer, fall below the expected conduct for registered buyers.

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

**Privacy Policy**

By providing your details supplied on this registration application, you agree to your information being shared with Fife Council’s Lead Officer for Empty Homes.

By providing your details supplied on this registration application, you also agree to your information being shared with registered owners of empty homes participating in this scheme whose properties meet your requirements for the purposes of participating in the local property matchmaker scheme.

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 Fife Council for the purposes of the property matchmaker scheme. This will be 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.

When sending personal information to us, 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. 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.

**Signature:**



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

**Email:** [emptyhomes@fife.gov.uk](mailto: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 confirm 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.

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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 homeowner 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. You should not enter into any negotiations with potential purchasers until a Home Report has been acquired. |