

**Office use only**Buyer  
Reference:

**ORKNEY**  
ISLANDS COUNCIL

## Empty Homes Matchmaker Scheme Buyer Registration Form

**Your details**

|          |  |
|----------|--|
| Name:    |  |
| Phone:   |  |
| Email:   |  |
| Address: |  |

**Why do you want to buy an empty home? (please tick)**

|                 |              |                      |                |                         |
|-----------------|--------------|----------------------|----------------|-------------------------|
| Main residence: | Second home: | Developing for sale: | Buying to let: | Other (please specify): |
|-----------------|--------------|----------------------|----------------|-------------------------|

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

|  |
|--|
|  |
|--|

**Type of property you are interested in (please tick all that apply)**

|                        |                    |       |                            |                   |            |
|------------------------|--------------------|-------|----------------------------|-------------------|------------|
| Type of Property.      | House:             | Flat: | Other (please specify):    |                   |            |
| Number of Bedrooms.    | 1:                 | 2:    | 3:                         | 4:                | 5 or more: |
| Style of Property.     | Period:            |       | Contemporary:              |                   |            |
| Condition of Property. | Move-in Condition: |       | Needs minor work:          | Needs major work: |            |
| Garden/land required?  | No:                |       | Yes – please give details: |                   |            |

## Preferred locations (please tick all that apply)

|  |  |                  |  |
|--|--|------------------|--|
| Kirkwall:                                    |  | Hoy:             |  |
| Stromness:                                   |  | North Ronaldsay: |  |
| East Mainland:                               |  | Papa Westray:    |  |
| West Mainland:                               |  | Rousay:          |  |
| Connected Isles (Burray and South Ronaldsay) |  | Sanday:          |  |
| Eday:  |  | Shapinsay:       |  |
| Egilsay:                                     |  | Stronsay:        |  |
| Flotta:                                      |  | Westray:         |  |
| Graemsay:                                    |  | Wyre:            |  |

Please specify any particular location (villages, parishes, etc.) that you are interested in:

## Budget

Maximum purchase budget:

## Additional information/comments

## Privacy Notice

By providing your details you agree to your information being shared with registered owners of empty homes participating in the Empty Homes Matchmaker scheme whose properties meet your requirements. Providing this public service is the legal basis for the Council's processing of your personal information.

Your personal details will not be accessible through our website or made public in any other way. Any personal information provided will be retained by the Council while you are still a member of the scheme and in line the Council's Retention and Disposal Schedule. You will be removed from the scheme once a successful match has been made, or if you advise the Development and Empty Homes Officer that you no longer wish to participate in the scheme.

The Council may check your details with other information held and may share this with other regulatory and law enforcement bodies to check the accuracy of the information, or to detect and prevent fraud or crime.

For more information about how we process information, please contact us or visit:  
[www.orkney.gov.uk/Online-Services/privacy.htm](http://www.orkney.gov.uk/Online-Services/privacy.htm).

## Disclaimers

The Empty Homes Matchmaker is for matching buyers and owners registered under this scheme. 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. 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, however should not enter into any negotiations with potential purchasers until a Home Report has been acquired.

|            |  |
|------------|--|
| Signature: |  |
|------------|--|

Please return your completed form to:

Rachael Batty, Development & Empty Homes Officer, by e-mail at [rachael.batty@orkney.gov.uk](mailto:rachael.batty@orkney.gov.uk)

Or by post to:

Rachael Batty, Development & Empty Homes Officer, Housing Services, Orkney Islands Council, School Place, Kirkwall, Orkney, KW15 1NY.

## What happens next?

The Development and Empty Homes Officer will contact you to confirm receipt of your form. If a match is found the Officer will get back in touch with you to discuss the details.

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.