



APPLICANT DETAILS

Please enter Full Name including title:	
Home Address:	
Postcode:	
Contact Telephone:	
Email Address:	

PROPERTY DETAILS

1. Property Address:	
2a. No of bedrooms:	2b. Property Type (eg Flat/House/4 in a block (upper/Lower):
3. Does the property belong to :	Employee of NLC : YES <input type="checkbox"/> NO <input type="checkbox"/> Immediate relative of an employee of NLC: YES <input type="checkbox"/> NO <input type="checkbox"/> (If answer is YES please provide details) Elected Member: YES <input type="checkbox"/> NO <input type="checkbox"/>
4. Is the property being marketed by an Estate Agent or Solicitor? If answer is YES please provide details	YES/NO
5. Does the property have a valid Home Report? If answer is YES please provide a copy of the Home Report	YES/NO
6a. Has the property been adapted? If answer is YES please provide details:	YES/NO 6b. Do you have building consent or Planning permission for these adaptations? Is answer is YES please provide details:
7a. Are you a Private Landlord? If you have answered YES please note that Property must be empty at time of application	YES/NO 7b. Please confirm date the last tenancy was terminated?

APPLICANT AGREEMENT

The information you provide on this form will be held on our Open Market Purchase Scheme Database. It will be used for the purpose of assessing and processing your application. The information will be held securely and will be used in accordance with the Data Protection Act 1998.

The Council will use your information for the following purposes:

- To decide if the property is eligible for the Scheme
- To produce reports required for administration and monitoring purposes
- To gather statistical information for future planning
- To undertake quality assurance audits, including ensuring that the information you have provided has been properly recorded
- Data may also be matched with data held on other computer systems for the prevention and detection of fraud and to assist applicants who may benefit from services provided by North Lanarkshire Council's Enterprise and Housing Resources.
- To make necessary checks in relation to Sundry Debt owed to the Council, including Private Sector Housing Grant, Social Work Care Home Fees and Council Tax arrears.
- Any outstanding debt identified as being owed to the Council will be deducted from sale proceeds prior to settlement.
- The Council are under **no obligation** to purchase your property. You can market your property for sale or let while the Council considers your application for purchase if you wish to do so.

Please sign and date your application in the box below to indicate you agree with the above and that the information contained in your application is accurate.

Signed:	
Date:	

COMPLETED FORMS SHOULD BE RETURNED TO:

Catriona Arbuckle
Development Officer (New Supply)
Enterprise & Housing Resources
Fleming House (7th Floor)
Cumbernauld
G67 1JW
Tel – 01698 274105
Email – Arbucklec@northlan.gov.uk