

EMPTY HOME PURCHASE SCHEME

APPLICATION FORM



APPLICANT DETAILS

Please enter Full Name including title.	
Date of Birth	
Home Address:	
Postcode:	
Contact Telephone:	
Email Address:	

PROPERTY DETAILS

1. Address:		
2. No of Bedrooms:		
3. Property Type (e.g Flat/House/4-in-block/Tower/Specialist Housing):		
4. Please provide names and addresses of all property owners (Continue on a separate sheet if necessary):		
5. Please indicate if all owners are aware application being made:		YES/NO
6. Does the property belong to :		YES NO
	Employee of NLC :	<input type="checkbox"/> <input type="checkbox"/>
	Immediate relative of an employee of NLC: (If yes please provide details)	<input type="checkbox"/> <input type="checkbox"/>
	Elected Member:	<input type="checkbox"/> <input type="checkbox"/>
7a. Is the property currently vacant:		YES/NO
7b. If answer to 6a is YES please provide date property vacant from:		
8a. Is the property being or has the property been Marketed by an Estate Agent or Solicitor?		YES/NO
8b. If answer to 7a is YES please provide the date the property was first put onto Open Market for Sale?		

<p>9. Has the property been adapted?</p> <p>Have you carried out any alterations that would require consent or permission?</p> <p>Do you have planning permission or building consent for these adaptations? If answer is YES Please provide details:</p>	<p>YES/NO</p> <p>YES/NO</p>
<p>10. Does the property have a valid Home Report? If answer is YES please provide a copy of the Home Report with your application</p>	
<p>11. Are you a Private Landlord?</p> <p>If you have answered yes please confirm if this property has been let privately and date the last tenancy was terminated?</p>	
<p>12. Please provide your reason for applying to Scheme:</p>	
<p>13. Please provide your Solicitor details:</p>	

APPLICANT AGREEMENT

<p>The information you provide on this form will be held on our Empty Home 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.</p> <p>The Council will use your information for the following purposes:</p> <ul style="list-style-type: none"> • 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 Housing and Social Work Services. • 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. <p>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.</p>	
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

Empty Home Purchase Scheme Fact Sheet

1. Background

- 1.1 The Council are aware of an increase in the number of vacant private properties, which are often in serious disrepair and also of an increase in owners of former Council properties enquiring if the Council would buy their property back.
- 1.2 The Empty Home Purchase Scheme has therefore been developed to help address some of the issues faced by owners and communities in relation to these empty properties.

2. Would the Council buy your property?

- 2.1 The scheme buys privately owned properties that meet at least one of the specific criteria below:
- There is an identified need for the type and size of property and it is located in a high demand area.
 - The purchase of the property would give the Council complete ownership of a block and allow major common works to proceed.
 - To meet the particular needs of a household which cannot be met from within the existing Council stock?
- 2.2 In addition the following criteria needs to be met:
- The property must be sold with vacant possession and be empty at the time of application.
 - The combined cost of purchasing and bringing the property up to SHQS and NLC letting standard represents value for money to the Council.
- 2.3 The budget for the Empty Homes Purchase Scheme is limited and any purchase is subject to meeting the above criteria and the availability of resources. Applications will be prioritised from the date they are received and speed at which they progress, when the resources have been exhausted for the financial year we will write to all remaining applicants to inform them.

3. How to Apply to the Empty Homes Purchase Scheme?

- 3.1 If you would like the Council to consider buying your property you will need to complete an Application Form and provide the following information:
- Property location
 - Number of bedrooms in your home
 - Property type i.e. semi-detached, terraced, flat
 - Who owns the property
 - Is the property empty
 - Outstanding property debt
 - Have you been trying to sell the property on the open market
 - Reason for applying to this scheme
- 3.2 This information will be used to assess your application and we will then contact you to let you know if your property meets the criteria.

4. What happens next?

- 4.1 If your property meets the eligibility criteria then we will arrange for Council staff to attend your property to consider the market value and repairs or maintenance required to meet the Scottish Housing Quality Standard and the North Lanarkshire Letting Standard. This information will be used to assist the Council's Valuer to come to a decision about the value of your property. The Council will then carry out a value for money assessment on your property to ensure we are making best use of our limited resources.
- 4.2 If the value for money assessment is successful then we will contact you to arrange making an offer on your property.

5. Selling your property to the Council

- 5.1 If you agree to sell your property to the Council you will need to appoint an independent Solicitor to act on your behalf.
- 5.2 If your property has been marketed for sale from 1 December 2008 you are required by law to provide a valid Home Report to the purchaser (the Council in this case), if your property has been up for sale since before this date or you have never marketed the property then there will be no requirement for a Home Report.
- 5.3 The Council will carry out their own valuation of your property, however, you can also obtain an independent valuation at your own expense if you wish.
- 5.4 In addition it is essential that any property purchased under this Scheme will be purchased with vacant possession.