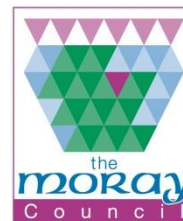


Empty Homes Loan Pre-Application Proposal Form



The Moray Council will consider the following financial support to bring empty homes up to an acceptable standard to meet the Scottish Housing Quality Standard and back into use

1. A low cost loan facility up to £20K per property providing the owner is willing to lease the improved property or sell it, at up to 95% of the local housing allowance. **Only complete this form if you are considering an empty homes loan.**
2. In some instances, if you intend to move into the property yourself, then you may qualify for a home improvement grant but, in order to qualify you must be aged over 60, have a household income below £32,000 and must intend to live in the property as your only or main residence. **If you would like further information relating to a home improvement grant, please call 0300 1234566** and ask to speak to the home improvement team.

This project summary should give sufficient information to the Housing to give an early indication of the potential success of any application for empty homes grant or loan funding. It is the responsibility of each applicant to provide as much information, in terms of photographs, drawings, cost estimates, etc. to enhance the possibility of a successful outcome to their application. All grant and loan funding is discretionary.

Address of empty property	
Postcode	
Date property purchased	
Date property became empty	

Note – the address of every empty flat or house must be provided. Please cut and paste the box if completing electronically or continue on a separate page if required.

Applicant Name	
Address	
Postcode	
Telephone	
Postcode	

Note – the applicant should be the owner(s) of the empty houses(s). All owners named on the property tile should be listed and sign this form. Please cut and paste the box if completing electronically or continue on a separate page if required.

Details of Empty House(s)

Number of empty houses or flats to be brought back into use.	
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Photographs (if more than one empty home please provide the appropriate photographs and description for all)

Front Elevation Condition Give details of defects	Rear Elevation Condition Give details of defects

Brief description of property to include below:

Is it: House; detached, semi detached, mid/end terrace; flat; no of rooms, no of storeys, location

Repair and Improvement Work required to meet the Scottish Housing Quality Standard (Information enclosed)

Each property should have a work schedule. Flats should have works separated between common repairs and individual flats.

Item	Estimated cost (Attach quotes if available)

Proposed start date	
Proposed completion date	

Have you appointed an architect, surveyor or other construction professional.	Circle as appropriate Yes No
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Note – The payment of grant or loan is dependent on suitable schedules, tenders and supervised work. A qualified agent is required.

Note – A Housing Services officer will need to inspect the property at a mutually agreed date and time.

Suitability of property

Please give details of the suitability of the improved property for disabled households, young people, elderly people, families as appropriate:

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Note – A Housing Services officer will need to inspect the property at a mutually agreed date and time.

Do you intend to apply for a grant?	Yes/No	If so, how much?	£	Proposed repayment period	

How do you intend to fund the balance? Please detail below:

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Have you received any previous loan/grant funding from any public bodies for the property?	
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Signature of owner(s)

1.
2.
3.
4.

Date	
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Note - A copy of the recorded disposition/land certificate and a recent valuation for the empty house(s) should be available. These will be required to be submitted with the formal loan application if your pre-application is approved.

Please return completed form to:

**Trudi Leech
Empty Homes Officer
The Moray Council
PO Box 6760
High Street
Elgin**

**Tel: 0300 1234566
Email: Trudi.leech@moray.gov.uk**