**Open Market Purchase –Application Form**

**Declaration**

I understand that:

* I must have and provide a valid and current home report with this application;
* Moray Council are under no obligation to purchase my property;
* I can market my property for sale/let while the Council considers my application;
* If Moray Council offer to buy my property, a small proportion of the sale price may be held temporarily by Moray Council until they carry out a post purchase property inspection after the sale. If any defects are found at the inspection, that were not obvious at the time of offer to buy my property, the amount held back will be used to cover the costs of correcting these defects. Once these costs are covered the rest of the sale price will be transferred.

Top of Form

The information I give will be held by Moray Council’s Housing & Property Service for the purpose of assessing and processing an Open Market Purchase on my property. The information I provide will be held securely and will be used in line with the Data Protection Act 1998 and General Data Protection Regulations (GDPR). The information may also be shared with other services or departments within Moray Council and any relevant approved contractors such as our Direct Labour Organisation (DLO). Moray Council will use the information for the following purposes:

* To investigate and produce the necessary reports required to enable a full assessment of the property and whether it is eligible for the Open Market Purchase Scheme.
* To make a final decision on an Open Market Purchase.
* To gather statistical information for any associated monitoring and/or future planning.
* To make necessary checks in relation to any other debt owed to the Council, this may include Private Sector Housing Grant, Social Work Care Home Fees and Council Tax arrears. Any outstanding debt identified as being owed to Moray Council will be deducted from sale proceeds prior to settlement.
* To undertake any quality assurance audits. This would include making sure the information you have given is accurate and properly recorded.
* Any information may also be matched with data held on other computer systems for the prevention and detection of fraud.

Please see our Acquisition of Property Privacy Notice on our webpage at <http://www.moray.gov.uk/downloads/file146382.pdf> and more information on the scheme at <http://www.moray.gov.uk/moray_standard/page_153539.html>.

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| **Enquirer / Referrer Name** |  |
| **Phone Number** |  |
| **Email Address** |  |
| **Sellers Address including postcode – if different from property to be sold.** |  |
| 1. **Property to be sold - Details** | |
| **Property to be sold - Address including postcode** |  |
| **Property Type** |  |
| **No. of bedrooms** |  |

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| **2. Property Ownership** | **YES** | **NO** |
| Do you own the property? |  |  |
| If no please give any details of known ownership: | | |
| If yes, is there anyone else with any matrimonial or any other legal rights to the property? |  |  |
| If yes, please give name, address, contact details and relationship status of that person. | | |
| Are they aware of this enquiry to sell the property? |  |  |
| **3. Current Property Status** | **YES** | **NO** |
| Is the property currently for sale? |  |  |
| If yes please provide details of the estate agent and/or solicitor. | | |
| Please upload a copy of the current valid Home Report for the property i.e. within 3 months? |  |  |
| Is the property currently let? |  |  |
| If yes has a valid legal Notice to Quit (NTQ) been served on the tenant(s)? |  |  |
| Please give the reason for the NTQ |  | |

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| **4. Current Occupation Status of Property** | | | **YES** | **NO** |
| Is the property currently occupied? If yes, please give details of all those living in the property below | | |  |  |
| **Name** | **Relationship** | **Date of Birth** | **Where will they live if property sold?** | |
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| **Any alterations to property** | **YES** | **NO** |
| Has there been any alterations to the property we should know about that needed planning permission or a building warrant? |  |  |
| If yes, please upload copies here |  |  |
| Does the property have any adaptations that would be specific to any disabilities or mobility issues? Examples of these may be a stair lift, level access shower, handrails etc. |  |  |
| If yes, please give details here. | | |

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| **Relation to Council Elected Member or council employee** | | **YES** | **NO** |
| Are you, or anyone else included on this application a Council employee or Elected Member or related to an employee / Elected Member? | |  |  |
| If 'Yes' please give details of their name, position and your relationship to them | | | |
| **Name** |  | | |
| **Relationship** |  | | |
| **Position** |  | | |

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| --- | --- |
| **I agree to all of the above** - Please tick √ |  |
| **All the information I provided is true and accurate -** Please tick √Bottom of Form |  |
| **Signature** | |

**Please return you completed application form to the Housing Strategy Team, Housing & Property Services, Moray Council, Council Offices, High Street, Elgin, IV30 1BX.**