Empty Property Information

# Address of Empty Property (please include postcode)

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Have you received an empty property enquiry letter from South Oxfordshire or Vale of White Horse District Councils?

Yes  No

Do you own this property?

Yes  No  Executor

# Your details:

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| Name: |  |

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| Telephone number: |  |

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| Email address: |  |

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| Your address: |  |

If you are completing this form on behalf of another person, please provide further details:

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# Property Details:

**If you no longer own the property, what is the status of the property:** *(please select – no further questions need to be completed)*

I have sold the property

Please provide details of new occupier and date sale completed:

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I am no longer responsible for this property

Please provide details of new person that is responsible for property:

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The property is now occupied

Please provide details of new occupier and the date occupancy commenced:

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The property has been demolished

Please provide further details including planning details:

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**Type of property** *(please select)*

Flat/Maisonette above a shop  Detached

Flat/Maisonette not above a shop  Semi-detached

Bungalow  Terrace

If other, please provide details below:

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**Age of property:** *(please select)*

Pre 1920  1980 – 2000

1920 - 1945  Post 2001

1946-1979  Not sure

If other/not sure, please provide details below:

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**Excluding kitchens and bathrooms, how many rooms does the property have?**

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**Property condition:** *(please select)*

Excellent  Poor

Good  Needs major work

Fair  Not sure

If other/not sure, please provide details below:

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# Your interest in the property:

**How/why did you acquire the property?** *(please select)*

* To occupy as your main or primary residence

Did you occupy the property as your main or primary residence?

Yes  No

* To let it out

Was the property occupied by tenants?

Yes  No

* To occupy as a second home/holiday home on a regular basis incl. as overnight accommodation

Is the property still used as a holiday home/second home on a regular basis including as overnight accommodation?

Yes  No

* For family/friends to live in
* As an investment
* Inheritance/ gift
* To manage it for someone else
* Bought as part of a group of properties.
* If other, please provide further details:

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**Length of time property has been empty:** *(please select)*

Under 6 months  2 - 5 years

6 months - 1 year  6 - 10 years

1 - 2 years  More than 10 years

Please provide details below where relevant:

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**Does any of the following apply to the property?:** *(please select)*

* The relevant proprietor of the property died

Has probate been applied for?

Yes  No

* Left empty by someone who has moved to receive personal care in a hospital or nursing home
* Left empty by someone receiving personal care or administering care
* Left empty by a student resident elsewhere for the purposes of their studies
* You are a serving member of the armed forces and are absent from the dwelling as a result of this service
* The property mortgaged and the mortgagees (lenders) have taken possession of the dwelling
* The property prevented from being occupied as a result of a criminal investigation or proceedings
* Occupation is forbidden by law
* Left empty by someone who has gone to jail
* The property is usually occupied by someone employed by you in connection with his duties under the terms of his contract
* Waiting to be occupied by a minister of religion?
* The property is subject to a court order freezing your property

Please provide further details where relevant:

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**Why is the property empty?:** *(please select)*

* I am temporarily a resident elsewhere

Please provide details below where relevant:

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| * I want to sell it/let it out * In probate or other legal proceedings |
| * Keeping as investment |
| * Second home |
| * Planning restrictions |
| * If other, or you would like to provide further relevant information, please provide details below:  |  | | --- | |  | |

**What concerns do you have about the property?** *(Please select all that apply)*

Additional Council Tax premium  Loss of value

Vandalism/antisocial behaviour  Security

Arson  Squatters

Attracting vermin  Loss of value of neighbouring properties

Deterioration of condition  Damage to neighbouring properties

Maintenance of grounds and property

If other, please provide details below:

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# Future plans for the property:

**What are your plans for the property?:** *(please select)*

* I want to sell it

Are you currently actively selling the property?

Yes  No

* I want to let it/rent it out (including room share/HMO)

Are you currently actively seeking new tenants for the property?

Yes  No

* Live in it yourself
* Let it/rent it out (including room share/HMO)
* Family member or friend will live in it
* If other/not sure, please provide details below:

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**Is the property ready for occupation?:** *(please select)*

* Yes
* Requires minor renovation
* Requires major improvement work
* If other/not sure, please provide details below:

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**Is the property being repaired/renovated?** *(please select)*

* It is currently being repaired / renovated
* I am planning to repair / renovate it soon
* It needs repairing and I don’t know how
* I can’t afford to repair it
* If other, or you would like to provide further relevant information, please provide details below:

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**Approximately when was the last time you or a representative checked the property?** *(please select)*

* Under 1 month  6- 12 months
* 1 - 3 months  Over a year ago
* 3- 6 months  Never

Please provide further details below where relevant:

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**When do you expect the property to be occupied again?** *(please select)*

* Within 6 months  1 - 2 years
* 6 - 12 months  2+ years

Please provide further details below where relevant:

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**What help would you find useful in bringing the property back into occupation?** *(please select all that apply)*

* General discussion of options  Help/advice in finding a tenant
* VAT discount information  Advice and guidance for repairs
* Help on becoming a landlord  Help/advice to sell
* Matching with a potential purchaser

If other, please provide further details below:

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**Is there anything else you would like to tell us, or would you like to discuss any further issues relating to your property?**

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**Signed:**

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**Date:**

**Please send this form to** [**emptyhomes@southandvale.gov.uk**](mailto:emptyhomes@southandvale.gov.uk)**. It would be helpful to our investigation if you could also include any photos you may have of the empty property.**