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:

|  |  |
| --- | --- |
| 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 [ ]
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| * Keeping as investment [ ]
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| * Second home [ ]
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| * Planning restrictions [ ]
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| * If other, or you would like to provide further relevant information, please provide details below:

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**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****. It would be helpful to our investigation if you could also include any photos you may have of the empty property.**