

## OMAS Enquiry Form

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**Thank you for your enquiry into West Lothian Council's Open Market Acquisition Scheme (OMAS).**

### SELLERS DETAILS

Sellers Name:	
House No:	
Street Address:	
Town:	
Post Code:	
Contact No:	
Email Address:	

### PROPERTY DETAILS

Address: (if different from above)	Delete as appropriate
No. of Bedrooms:	
Property Type: (Flat/House/Bungalow/4-in-a-block etc.)	
Please indicate if all owners are aware this application is being made:	Yes / No
Is the property currently vacant? <i>If yes, for how long has the property been vacant?</i>	Yes / No
Do you have an up-to-date Home Report? <i>If yes, please attach a copy to your application.</i>	Yes / No
Is the property for sale on the open market? <i>If yes, where is it being advertised and for how long has it been advertised?</i>	Yes / No
Is this property currently being used as a private let?	Yes / No

## STATE OF REPAIR

Is the property in a good state of repair?	Yes / No
Have there been any alterations or adaptations to the property?	Yes / No / Unsure
<i>If yes, please provide details:</i>	
If yes, did the works require a Building Warrant?	Yes / No
If yes, do you have a completion certificate	Yes / No

## APPLICANT AGREEMENT

<p>The information you provide on this form will be held on our Open Market Acquisition 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> <p>To decide if the property is eligible for the scheme.</p> <p>To produce reports required for administration and monitoring purposes.</p> <p>To gather statistical information for future planning.</p> <p>To undertake quality assurance audits, including insuring that the information you have provided has been properly recorded.</p> <p>The council is under <b>no obligation</b> to view or purchase your property. The council will act as any other potential buyer when considering your property.</p>	
<b>Sign:</b>	<b>Date:</b>

## COMPLETED FORMS SHOULD BE SENT TO:

Courtney Gemmell  
Housing Strategy and Development  
Civic Centre  
Howden South Road  
Livingston  
EH54 6FF  
[courtney.gemmell@westlothian.gov.uk](mailto:courtney.gemmell@westlothian.gov.uk)

If you experience difficulty completing this form then please contact West Lothian Council  
**01506 280000.**



[westlothian.gov.uk](http://westlothian.gov.uk)