|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **APPLICATION FOR THE RELEASE OF OWNERSHIP INFORMATION** | | | | |
| You must complete Section 1  (please score through the word options which do not apply to your situation) | | | | |
| 1. **OWNER’S DECLARATION** | | | | |
| I/We declare that I/we, the undersigned, am/are the owner(s) of property at;  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postcode \_\_\_\_\_\_\_\_\_\_\_\_\_\_  and that I/we hereby make application for the release of ownership information held by The City of Edinburgh Council for the sole purpose of progressing common repairs or maintenance.  I/we understand that my/our correspondence details will also be provided to those owners whose details are provided to me.  Should this application be successful, I/we confirm that I/we will make use of any information provided within a period of one month from the date of receipt.  Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Correspondence Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  The Ownership information requested is for the properties listed below, whose owners we have been unable to contact in relation to the communal repairs or maintenance. | | | | |
| 1. **REPAIR SUMMARY** | | | | |
| Please summarise the common repairs or maintenance required to be carried out.  Your completed application must include evidence of the requirement for the repair/maintenance as outlined in Section 4.  (*e.g.* *Roof Repairs OR Masonry repairs*) | | | | |
| 1. **ABSENT OWNERS** | | | | |
| Please list below those properties to which your request for information relates. | | | | |
| **Building No/Flat Position** |  | **Street Address** |  | |
|  | | | | |
| **Building No/Flat Position** |  | **Street Address** |  | |
|  | | | | |
| **Building No/Flat Position** |  | **Street Address** |  | |
|  | | | | |
| **Building No/Flat Position** |  | **Street Address** |  | |
|  | | | | |
| **Building No/Flat Position** |  | **Street Address** |  | |
|  | | | | |
| **Building No/Flat Position** |  | **Building No/Flat Position** |  | |
|  | | | | |
| **Building No/Flat Position** |  | **Street Address** |  | |
|  | | | | |
| 1. **SUPPORTING EVIDENCE** | | | | |
| I/We enclose the following evidence that the repair/maintenance is communal at the above address and that the absent owner is liable; | | | | |
| **Evidence** | | | | **Enclosed**  *(Check box to confirm)* |
| Title Deed or Deed of Condition | | | |  |
| Contractor’s Quote | | | |  |
| Photographs of Defect | | | |  |
| Building Survey/Consultant’s Report | | | |  |
| 1. **EVIDENCE OF OWNERSHIP INFORMATION SOURCES** | | | | |
| I/We hereby certify that I/We have previously attempted to obtain contact details for the absent owner(s) using the following sources; | | | | |
| **Source** | | **Information Received**  *(i.e. Name, Address, Town, Post Code)* | | |
| Registers of Scotland  [www.ros.gov.uk](http://www.ros.gov.uk) | | *Proof of search fees paid for each address* | | |
| Landlord Registration  [www.landlordregistrationscotland.gov.uk](http://www.landlordregistrationscotland.gov.uk) | | *List search addresses with no record found* | | |
|  | | | | |

Please submit completed applications and supporting evidence to:

**Edinburgh Shared Repairs Service**

**The City of Edinburgh Council**

**Waverley Court 1.6**

**4 East Market Street**

**EDINBURGH EH8 8BG**

|  |
| --- |
| **Privacy Statement**  Edinburgh Shared Repairs Service provide services to you as part of our statutory function as your local authority. You can find more details of our role and statutory function we are responsible for by visiting [www.edinburgh.gov.uk/sharedrepairs](http://www.edinburgh.gov.uk/sharedrepairs)  If you contact Edinburgh Shared Repairs Service, we shall retain your contact details. The details we shall store will contain your name, your home address, the property address in relation to any statutory notice we have served to you and your phone number (if we have been given this).  The legal basis for using your details is that it is necessary for us to perform a task carried out in the public interest. We are legally obliged to safeguard public funds, so we are required to verify and check your details internally and across the council family to prevent fraud.  We will store the personal information which we collect on the Edinburgh Shared Repairs Service Case Management system and document storage system, the information will be kept in accordance with the Council’s Record Retention Schedule. |