# Internal advertisement

Notification of intention to advertise a surplus property for sale on the open market or to otherwise sell it (in no less than one month from the date of this notice)

# General Information

|  |  |
| --- | --- |
| **Holding body** | Enter name of holding body |
| **Type of property** | Residential |
| **Address** | Enter property address |
| **ePIMS reference number (if applicable)** | Enter ePIMS reference number |
| **Area (hectares/ square metres)** | Enter size of site/property |
| **Estimates date when property will become available** | Select yes or no |
| **Estimated date of entry** | Select a date |
| **Was the property purchased under, or under threat of, compulsory purchase powers? If so, when?** | Enter text here |

# Valuation

|  |  |
| --- | --- |
| **Current asset value (£)** | Enter property value |
| **Has the property been valued to Market Value within the last 12 months? If so, what was the valuation (£)?**  | Choose an itemInsert ValueSelect a date |
| **Are you aware of any private sector interest in the property?** Detail in section 5. | Select yes or no |
| Are you aware of any planning matters affecting the property?Detail in section 5 | Select yes or no |

Which of the following documents are available (on request):

|  |  |  |
| --- | --- | --- |
| **Floor plan ☐** | **Site plan ☐** | **Home Report ☐** |
| **Title report ☐** | **Energy Performance Certificate ☐** | **Condition survey ☐** |
| **Asbestos report ☐** | **Site investigation ☐** | **Building Survey Report ☐** |

# Contact Information

|  |  |
| --- | --- |
| Enter name | Enter telephone number |
| Enter email address | Enter today’s date |

Enter any other relevant information or reports here

# Additional information

Upon completion, this form should be submitted by e-mail to Scottish Government Property and Construction Division.

# Notes

Notes to consider:

* the notification process is applicable to all surplus properties except those categories specified in the Scottish Public Finance Manual [Appendix: specific exceptions to scope - Scottish Public Finance Manual - gov.scot (www.gov.scot)](https://www.gov.scot/publications/scottish-public-finance-manual/property-acquisition-disposal-and-management/appendix-specific-exceptions-to-scope/)
* any interested parties are to contact the disposing Body directly to notify their interest
* please refer to the [Guidance for the Transfer of Property in the Scottish Public Sector](http://www.gov.scot/Topics/Government/Finance/spfm/PropertyManagement/TransferofProperty) for further information on the transfer process (Property and Construction Division can advise if required)