

General Needs Lettings - Survey Year 2015 - 2016							
Question	Field Name	Form Label	Description/Summary	How Generated	Parameter Values	Parameter Value text	Field Type
Questionnaire ID	FORM	Form Number	Form Number Assigned to Log	Assigned By System	12 digit code	Number	Numeric
1	DAY	Day of letting	Day of letting	Log	1-31	Number	Numeric
1	MONTH	Month of Letting	Month of letting	Log	1-12	1 = January; 2 = February; 3 = March; 4 = April; 5 = May; 6 = June; 7 = July; 8 = August; 9 = September; 10 = October; 11 = November; 12 = December	Numeric
1	YEAR	Year of Letting	Year of letting	Log	Year (YYYY)	Number	Numeric
1a	LETTYE	Type of Letting	Private Registered Provider or Local Authority, and affordable rent or social rent	Log	1, 3, 5, 7	1 = Private Registered Provider landlord letting at a social rent level; 3 = Local Authority landlord letting at a social rent level; 5 = Private Registered Provider landlord letting at an affordable rent level; 7 = Local Authority landlord letting at an affordable rent level	Numeric
1b	LANDLORD	Landlord on tenancy agreement	Who is the landlord of the tenancy agreement	Log	1-2	1 = This landlord; 2 = Another landlord RP HA/LA	Numeric
2a	STARTERTENANCY	Starter Introductory Tenancy	Is this a Starter Tenancy?	Log	1-2	1= Yes 2 = No	Numeric
2b	TENANCY	Tenancy Type	Different types of tenancy	Log	1-5	1 = Secure (inc flexible); 2 = Assured; 3 = Other; 4 = Assured Shorthold; 5 = Licence agreement (almshouses only)	Numeric
2c	TENANCYLENGTH	Fixed Term Tenancy Length	Records number of years for length of tenancy(excluding any starter/introductory period)	Log	2-99	Number	Numeric
Derived	REFUSED	Refused Demographics	Where household characteristics have a 'Refused' option for some or all of: <ul style="list-style-type: none"> • AGE1-AGE8 • SEX1-SEX8 • RELAT2-RELAT8 • ECSTAT1-ECSTAT8 	Log	1	1= Yes	Numeric
3	AGE1	Age of Person 1	Age of lead tenant	Log	15-110, -9	Numeric = 15-110; -9 = Refused	Numeric
3	AGE2	Age of Person 2	Age of other household member - 2	Log	1-110, -9	Numeric = 1-110; -9 = Refused	Numeric
3	AGE3	Age of Person 3	Age of other household member - 3	Log	1-110, -9	Numeric = 1-110; -9 = Refused	Numeric
3	AGE4	Age of Person 4	Age of other household member - 4	Log	1-110, -9	Numeric = 1-110; -9 = Refused	Numeric
3	AGE5	Age of Person 5	Age of other household member - 5	Log	1-110, -9	Numeric = 1-110; -9 = Refused	Numeric
3	AGE6	Age of Person 6	Age of other household member - 6	Log	1-110, -9	Numeric = 1-110; -9 = Refused	Numeric
3	AGE7	Age of Person 7	Age of other household member - 7	Log	1-110, -9	Numeric = 1-110; -9 = Refused	Numeric
3	AGE8	Age of Person 8	Age of other household member - 8	Log	1-110, -9	Numeric = 1-110; -9 = Refused	Numeric
3	SEX1	Sex of Person 1	Sex of lead tenant	Log	F, M or R	F = Female; M = Male; R = Refused	String
3	SEX2	Sex of Person 2	Sex of other household member - 2	Log	F, M or R	F = Female; M = Male; R = Refused	String
3	SEX3	Sex of Person 3	Sex of other household member - 3	Log	F, M or R	F = Female; M = Male; R = Refused	String
3	SEX4	Sex of Person 4	Sex of other household member - 4	Log	F, M or R	F = Female; M = Male; R = Refused	String
3	SEX5	Sex of Person 5	Sex of other household member - 5	Log	F, M or R	F = Female; M = Male; R = Refused	String
3	SEX6	Sex of Person 6	Sex of other household member - 6	Log	F, M or R	F = Female; M = Male; R = Refused	String
3	SEX7	Sex of Person 7	Sex of other household member - 7	Log	F, M or R	F = Female; M = Male; R = Refused	String
3	SEX8	Sex of Person 8	Sex of other household member - 8	Log	F, M or R	F = Female; M = Male; R = Refused	String

Question	Field Name	Form Label	Description/Summary	How Generated	Parameter Values	Parameter Value text	Field Type
3	RELAT2	Relationship of 2 to 1	Other member's relationship to lead tenant - 2	Log	C, P, X or R	C = Child; P = Partner; X = Other; R = Refused	String
3	RELAT3	Relationship of 3 to 1	Other member's relationship to lead tenant - 3	Log	C, P, X or R	C = Child; P = Partner; X = Other; R = Refused	String
3	RELAT4	Relationship of 4 to 1	Other member's relationship to lead tenant - 4	Log	C, P, X or R	C = Child; P = Partner; X = Other; R = Refused	String
3	RELAT5	Relationship of 5 to 1	Other member's relationship to lead tenant - 5	Log	C, P, X or R	C = Child; P = Partner; X = Other; R = Refused	String
3	RELAT6	Relationship of 6 to 1	Other member's relationship to lead tenant - 6	Log	C, P, X or R	C = Child; P = Partner; X = Other; R = Refused	String
3	RELAT7	Relationship of 7 to 1	Other member's relationship to lead tenant - 7	Log	C, P, X or R	C = Child; P = Partner; X = Other; R = Refused	String
3	RELAT8	Relationship of 8 to 1	Other member's relationship to lead tenant - 8	Log	C, P, X or R	C = Child; P = Partner; X = Other; R = Refused	String
3	ECSTAT1	Economic Status of Person 1	The economic status of the lead tenant	Log	0-8, 10	0 = Other adult (>16); 1 = Full time work (>30hrs); 2 = Part time work (<30hrs); 3 = Government training/ New Deal; 4 = Job seeker; 5 = Retired; 6 = Not seeking work; 7 = Full time student; 8 = Sick or disabled; 10 = Refused	Numeric
3	ECSTAT2	Economic Status of Person 2	The economic status of other household member - 2	Log	0-10	0 = Other adult (>16); 1 = Full time work (>30hrs); 2 = Part time work (<30hrs); 3 = Government training/ New Deal; 4 = Job seeker; 5 = Retired; 6 = Not seeking work; 7 = Full time student; 8 = Sick or disabled; 9 = child (<16); 10 = Refused	Numeric
3	ECSTAT3	Economic Status of Person 3	The economic status of other household member - 3	Log	0-10	0 = Other adult (>16); 1 = Full time work (>30hrs); 2 = Part time work (<30hrs); 3 = Government training/ New Deal; 4 = Job seeker; 5 = Retired; 6 = Not seeking work; 7 = Full time student; 8 = Sick or disabled; 9 = child (<16); 10 = Refused	Numeric
3	ECSTAT4	Economic Status of Person 4	The economic status of other household member - 4	Log	0-10	0 = Other adult (>16); 1 = Full time work (>30hrs); 2 = Part time work (<30hrs); 3 = Government training/ New Deal; 4 = Job seeker; 5 = Retired; 6 = Not seeking work; 7 = Full time student; 8 = Sick or disabled; 9 = child (<16); 10 = Refused	Numeric
3	ECSTAT5	Economic Status of Person 5	The economic status of other household member - 5	Log	0-10	0 = Other adult (>16); 1 = Full time work (>30hrs); 2 = Part time work (<30hrs); 3 = Government training/ New Deal; 4 = Job seeker; 5 = Retired; 6 = Not seeking work; 7 = Full time student; 8 = Sick or disabled; 9 = child (<16); 10 = Refused	Numeric
3	ECSTAT6	Economic Status of Person 6	The economic status of other household member - 6	Log	0-10	0 = Other adult (>16); 1 = Full time work (>30hrs); 2 = Part time work (<30hrs); 3 = Government training/ New Deal; 4 = Job seeker; 5 = Retired; 6 = Not seeking work; 7 = Full time student; 8 = Sick or disabled; 9 = child (<16); 10 = Refused	Numeric
3	ECSTAT7	Economic Status of Person 7	The economic status of other household member - 7	Log	0-10	0 = Other adult (>16); 1 = Full time work (>30hrs); 2 = Part time work (<30hrs); 3 = Government training/ New Deal; 4 = Job seeker; 5 = Retired; 6 = Not seeking work; 7 = Full time student; 8 = Sick or disabled; 9 = child (<16); 10 = Refused	Numeric
3	ECSTAT8	Economic Status of Person 8	The economic status of other household member - 8	Log	0-10	0 = Other adult (>16); 1 = Full time work (>30hrs); 2 = Part time work (<30hrs); 3 = Government training/ New Deal; 4 = Job seeker; 5 = Retired; 6 = Not seeking work; 7 = Full time student; 8 = Sick or disabled; 9 = child (<16); 10 = Refused	Numeric
3	ETHNIC	Ethnic origin	Ethnic origin of the lead tenant	Log	1-19	1 = White: English/Scottish/Welsh/Northern Irish/British; 2 = White: Irish; 3 = White: Other; 4 = Mixed: White & Black Caribbean; 5 = Mixed: White & Black African; 6 = Mixed: White & Asian; 7 = Mixed: Other; 8 = Asian/Asian British: Indian; 9 = Asian/Asian British: Pakistani; 10 = Asian/Asian British: Bangladeshi; 11 = Asian/Asian British: Other; 12 = Black, African, Caribbean or Black British: Caribbean; 13 = Black, African, Caribbean or Black British: African; 14 = Black, African, Caribbean or Black British: Other; 15 = Asian/Asian British: Chinese; 16 = Other Ethnic Group: Other; 17 = Refused; 18 = White: Gypsy/Irish Traveller; 19 = Other Ethnic Group: Arab	Numeric
3	NATIONAL	Nationality of Person 1	Nationality of the lead tenant	Log	1-17	1 = UK national resident in UK; 2 = UK national returning from residence overseas; 3 = Czech Republic; 4 = Estonia; 5 = Hungary; 6 = Latvia; 7 = Lithuania; 8 = Poland; 9 = Slovakia; 10 = Slovenia; 11 = Other European Economic Area (EEA) country; 12 = Any other country; 13 = Refused; 14 = Bulgaria; 15 = Romania; 16 = Croatia; 17 = Ireland.	Numeric

Question	Field Name	Form Label	Description/Summary	How Generated	Parameter Values	Parameter Value text	Field Type
Derived	HMEMB	Total number of household members	Total number of household members	TOTADULT + TOTCHILD, or 0 if any of RELAT2-8 = R	Number	Number	Numeric
Derived	TOTCHILD	Total number of dependent children in household	Total number of dependent children in the household	Sum of when RELAT2-8 = C	Number	Number	Numeric
Derived	TOTADULT	Total number of adults in household	Total number of adults in household	Lead tenant + (sum of when RELAT2-8 = P or X)	Number	Number	Numeric
Derived	HHTYPE	Household type	Type of 'household' dependent upon members	Elder: AGE1-8 > 59 Adult: AGE1-8 < 60 and RELAT2-8 ≠ C Child: RELAT2-8 = C	1-6, 9	1 = 1 elder; 2 = 2 adults, including elder(s); 3 = 1 adult; 4 = 2 adults; 5 = 1 adult & 1+ children; 6 = 2+ adults & 1+ children; 9 = Other	Numeric
4ai	ARMEDFORCES	British Armed Forces	Has anyone in the household ever served in the UK Armed Forces as a regular or a reserve? (Excluding National Service)	Log	1-3	1 = Yes; 2 = No; 3 = Refused	Numeric
4aii	LEFTREG	Left Armed Forces	If they've ever served as a regular, have they left within the last five years	Log	1-3	1 = Yes; 2 = No; 3 = Refused	Numeric
4b	RESERVIST	Army Reservist	Has anyone in the household been seriously injured or ill as a direct result of their time and activities serving as a regular or a reserve	Log	1-3	1 = Yes; 2 = No; 3 = Refused	Numeric
5	PREG_OCC	Household contains a pregnant woman	Does the household contain a pregnant woman?	Log	1-3	1 = Yes; 2 = No; 3 = Refused	Numeric
6	HB	Housing Benefit	Household in receipt of housing benefit	Log	1-3, 5	1 = Housing Benefit; 2 = Neither; 3 = Do not know; 5 = Universal Credit,	Numeric
7	BENEFITS	Sources of income	Sources of tenant/ tenant and partner's income In relation to benefits	Log	1 - 4	1 = All; 2 = Some; 3 = None; 4 = Do not know	Numeric
8	EARNINGS	Net Weekly income	Tenant or tenant and partner's net weekly income	Log	Currency	Currency	Numeric
Derived	CHILDBEN	Child benefit	Amount of child benefit paid to parent/ guardian	Oldest/First Child = £20.30, Any other additional Child = £13.40; for the number of children according to TOTCHILD	Currency	Currency	Numeric
Derived	INCOME	Income	Total weekly income	If EARNINGS > 0, EARNINGS + CHILDBEN	Currency	Currency	Numeric
8	INCREP	Income refused	Income refused	Log	1	1 = Yes	Numeric

Question	Field Name	Form Label	Description/Summary	How Generated	Parameter Values	Parameter Value text	Field Type
9a	REASON	Reason for housing	Main reason the household left last settled home	Log	1-20, 28-31	1 = Permanently decanted from another property owned by this HA/LA; 2 = Left home country as refugee; 3 = Discharged from prison/long stay hospital/other institution; 4 = Loss of tied accommodation; 5 = End of Assured Shorthold or fixed term tenancy; 6 = Eviction or repossession; 7 = Domestic abuse; 8 = (Non-violent) relationship breakdown with partner; 9 = Asked to leave by family or friends; 10 = Racial harassment; 11 = Other problems with neighbours; 12 = Property unsuitable because of overcrowding; 13 = Property unsuitable because of ill health/disability; 14 = Property unsuitable because of poor condition; 15 = Could not afford rent or mortgage; 16 = To move nearer to family, friends, school; 17 = To move nearer work; 18 = To move to accommodation with support; 19 = To move to independent accommodation; 20 = Other; 28 = Don't Know ; 29 = Under occupation – offered incentive to downsize; 30 = Under occupation – no incentive; 31 = Hate crime	Numeric
9b	UNDEROCCUPATION_BENEFITCAP	Under occupation or benefit cap was reason tenant left last property	Reason for leaving a direct result of the under occupation measure and/or benefit cap	Log	2-6	2 = No; 3 = Do not know; 4 = Yes: Removal of the spare room subsidy; 5 = Yes: Benefit cap; 6 = Yes: Both	Numeric
10a	HousingNeeds_A	Requires fully wheelchair accessible housing	Requires fully wheelchair accessible housing	Log	0 - 1	0= No; 1 = Yes	Numeric
10b	HousingNeeds_B	Requires wheelchair access to essential rooms	Requires wheelchair access to essential rooms	Log	0 - 1	0= No; 1 = Yes	Numeric
10c	HousingNeeds_C	Requires level access housing	Requires level access housing	Log	0 - 1	0= No; 1 = Yes	Numeric
10f	HousingNeeds_F	Other disability related requirements	Other disability requirements	Log	0 - 1	0= No; 1 = Yes	Numeric
10g	HousingNeeds_G	No disability related housing design or adaptation requirements	No disability related housing design or adaptation requirements	Log	0 - 1	0= No; 1 = Yes	Numeric
10h	HousingNeeds_H	Don't Know	Housing needs unknown	Log	0 - 1	0= No; 1 = Yes	Numeric
11	PREVTEN	Previous tenure	Housing situation immediately before this letting	Log	1-4, 6-10, 13-14, 18-19, 21, 23-29	1 = LA General Needs tenancy; 2 = PRP (HA) General needs tenancy; 3 = Private sector tenancy; 4 = Tied housing or renting with job; 6 = Supported housing; 7 = Direct access hostel; 8 = Housing for older people; 9 = Residential care home; 10 = Hospital; 13 = Children's home or foster care; 14 = Bed and breakfast; 18 = Any other temporary accom; 19 = Rough sleeping; 21 = Women's refuge; 23 = Mobile home or caravan; 24 = Housed by National Asylum Support Service; 25 = Other; 26 = Owner occupation (private); 27 = Owner Occupation (low cost home ownership); 28 = Living with friends and family; 29 = Prison/ Approved Probation Hostel	Numeric
Derived	NEW_OLD	New or Existing Tenant	Tenant(s) new or existing to the social housing sector	Existing if PREVTEN = 1,2,6,8 or REFERRAL = 1,10	1-2	1 = New; 2 = Existing	Numeric
12a	PREVLOC	Previous location	Previous location's ONS LA Code	Log	9 digit code	e.g. E00000000	String
Derived	PLOACODE	Previous location output area code	Census Output area code of previous property	Office of National Statistics Postcode Directory (ONSPD)	9 digit code	e.g. E00000000	String
12b	PPOSTC1	Previous location postcode (outcode)	First part of previous location's postcode	Log	2-4 digit code	e.g AA12	String
12b	PPOSTC2	Previous location postcode (incode)	Second part of previous location's postcode	Log	3 digit code	e.g 1AA	String
12b	PPCODENK	Previous postcode not known or previous accom. temporary	Postcode unknown or previous accommodation was temporary	Log	1	1 = Yes	Numeric

Question	Field Name	Form Label	Description/Summary	How Generated	Parameter Values	Parameter Value text	Field Type
12c	LAYEAR	Length of time in LA	How long has the household lived in the local authority district where the new letting is located	Log	1-6	1 = New to Local Authority; 2 = Less than 1 year; 3 = 1-2 years; 4 = 2-5 years; 5 = More than 5 years; 6 = Don't Know	Numeric
13	HOMELESS	Homeless	Whether the household was found homeless immediately before letting	Log	1-2, 6-7	1 = Not homeless; 2 = Found 'statutorily homeless' by a housing authority and owed a main homelessness duty (within 28 days) ; 6 = Found 'statutorily homeless' by a housing authority but not owed a main homelessness duty; 7 = Other Homeless(i.e. not found statutorily homeless by a housing authority but considered to be homeless by the letting landlord)	Numeric
14a	REASONPREF	Household given Reasonable Preference	Given Reasonable Preference by the Local Authority	Log	1-3	1 = Yes; 2 = No; 3 = Do not know	Numeric
14b	RP_HOMELESS	Reasonable Preference Homeless	Household given reasonable preference because they were homeless or about to lose their home	Log	1	1 = Yes	Numeric
14b	RP_INSAN_UNSAT	Reasonable Preference Insanitary/Unsatisfactory Housing	Household given reasonable preference because they were living in Insanitary/Unsatisfactory Housing	Log	1	1 = Yes	Numeric
14b	RP_MEDWEL	Reasonable Preference Medical Welfare	Household given reasonable preference because they had a need to move on medical and welfare grounds (including a disability)	Log	1	1 = Yes	Numeric
14b	RP_HARDSHIP	Reasonable Preference Hardship	Household given reasonable preference because they had a need to move to avoid hardship to tenant or others	Log	1	1 = Yes	Numeric
15	CBL	Choice-based lettings	Letting available through open competition	Log	1-2	1 = Yes; 2 = No	Numeric
15	CHR	Common housing register	LA/ HA waiting list	Log	1-2	1 = Yes; 2 = No	Numeric
15	CAP	Common Allocations Policy	Predetermined priority allocation system	Log	1-2	1 = Yes; 2 = No	Numeric
16	REFERRAL	Source of referral	Source of referral for this letting	Log	1-3, 7-10, 12-16	1 = Internal transfer; 2 = Tenant applied direct (No referral or nomination); 3 = PRP <u>lettings only</u> - Nominated by local housing authority; 7 = Voluntary agency; 8 = Relocated through a national, regional or sub-regional housing mobility scheme; 9 = Social Services; 10 = Other social landlord; 12 = Police, probation, prison; 13 = Youth offending team; 14 = Community mental health team; 15 = Health service; 16 = Other	Numeric
17	PERIOD	Rent period	Rent and other charge period	Log	1-10	1 = Weekly for 52 weeks; 2 = Fortnightly; 3 = Four-weekly; 4 = Calendar monthly; 5 = Weekly for 50 weeks; 6 = Weekly for 49 weeks; 7 = Weekly for 48 weeks; 8 = Weekly for 47 weeks; 9 = Weekly for 46 weeks; 10 = Weekly for 53 weeks	Numeric
18ai	BRENT	Basic rent	Basic rent for rent period identified in PERIOD	Log	Currency	Currency	Numeric
18aii	SCHARGE	Service charge	Service charge which is eligible for Housing Benefit - excluding water and heating	Log	Currency	Currency	Numeric
18aiii	PSCHARGE	Personal service charge	Charges ineligible for Housing Benefit - water, heating	Log	Currency	Currency	Numeric
18aiv	SUPCHARG	Support charge	Eligible for SP funding and included in tenancy agreement	Log	Currency	Currency	Numeric
18av	TCHARGE	Total charge	Total charge to the tenant	Log	Currency	Currency	Numeric
18d	HBRENTSHORTFALL	Shortfall in rent paid	Do tenants pay shortfall in rent if receiving housing benefit	Log	1-3	1 = Yes; 2 = No; 3 = Don't Know	Numeric
18d	TSHORTFALL	Shortfall Amount to be Paid	Total rent shortfall charge	Log	Currency	Currency	Numeric

Question	Field Name	Form Label	Description/Summary	How Generated	Parameter Values	Parameter Value text	Field Type
Derived	WRENT	Weekly rent	Weekly rent	(BRENT ÷ 52) x (weeks from PERIOD)	Currency	Currency	Numeric
Derived	WSCHARGE	Weekly service charge	Weekly service charge	(SCHARGE ÷ 52) x (weeks from PERIOD)	Currency	Currency	Numeric
Derived	WPSCHRG	Weekly personal service charge	Weekly personal service charge	(PSCHRG ÷ 52) x (weeks from PERIOD)	Currency	Currency	Numeric
Derived	WSUPCHRG	Weekly support charge	Weekly support charge	(SUPCHRG ÷ 52) x (weeks from PERIOD)	Currency	Currency	Numeric
Derived	WTCHARGE	Weekly total charge	Weekly total charge	(TCHARGE ÷ 52) x (weeks from PERIOD)	Currency	Currency	Numeric
Derived	WTSHORTFALL	Weekly total rent shortfall charge	Weekly total rent shortfall charge	(TSHORTFALL ÷ 52) x (weeks from PERIOD)	Currency	Currency	Numeric
19	VDAY	Void day	Day ownership was transferred to landlord/ Building completed if new build/ the date the property became void	Log	1-31	Number	Numeric
19	VMONTH	Void month	Month ownership was transferred to landlord/ Building completed if new build/ the date the property became void	Log	1-12	1 = January; 2 = February; 3 = March; 4 = April; 5 = May; 6 = June; 7 = July; 8 = August; 9 = September; 10 = October; 11 = November; 12 = December	Numeric
19	VYEAR	Void year	Year ownership was transferred to landlord/ Building completed if new build/ the date the property became void	Log	Year (YYYY)	Number	Numeric
19	MRCDAY	Major repairs completion day	Day repairs were completed - keys handed over to landowner/ available for letting	Log	1-31	Number	Numeric
19	MRCMONTH	Major repairs completion month	Month repairs were completed - keys handed over to landowner/ available for letting	Log	1-12	1 = January; 2 = February; 3 = March; 4 = April; 5 = May; 6 = June; 7 = July; 8 = August; 9 = September; 10 = October; 11 = November; 12 = December	Numeric
19	MRCYEAR	Major repairs completion year	Year repairs were completed - keys handed over to landowner/ available for letting	Log	Year (YYYY)	Number	Numeric
Derived	VACDAYS	Number of days property was vacant	(Calculation has changed since 15/16 please see separate section on VACDAYS) Time between void date and tenancy start date.	TENANCY STARTDATE - VOID DATE or if major repair date recorded: TENANCY STARTDATE - MAJOR REPAIR DATE	Number	Number	Numeric
20	OFFERED	No. of times offered since becoming vacant	Number of unsuccessful tenancy offers since it became available	Log	0-99	Number	Numeric
21a	PROPCODE	Property code	RSLs/ LA 's own property code	Log	12 digit code	e.g 00001234D	String
21b	UPRN	Unique Property Reference Number	Unique Property Reference Number	From log form. Providers are encouraged to source from https://www.ordnancesurvey.co.uk/business-and-government/products/addressbase-products.html	up to 12 digit code	e.g 12345678	String
22	BEDS	No. of bedrooms	Number of bedrooms (number of bedrooms occupied by household)	Log	1-9	Number	Numeric
23	UNITTYPE	Type of unit	Type of unit - shared facilities e.g. bath. Shower/ WC or cooking with other household	Log	1,2,4,6-10	1 = Flat/maisonette; 2 = Bedsit; 4 = Shared flat/maisonette; 6 = Other; 7 = House; 8 = Bungalow; 9 = Shared house; 10 = Shared bungalow	Numeric
24	BUILTYPE	Building type	Type of building	Log	1-2	1 = Purpose built; 2 = Converted from previous residential or non-residential property	Numeric

Question	Field Name	Form Label	Description/Summary	How Generated	Parameter Values	Parameter Value text	Field Type
25	WCHAIR	Wheelchair standard	Has the property been built to or adapted to wheelchair user standards.	Log	1-2	1 = Yes; 2 = No	Numeric
26	UNITLETAS	Property was previously let on a social or affordable rent basis	Basis Unit was rented on prior to this Letting	Log	1-3	1 = A Social rent basis; 2 = An Affordable rent basis; 3 = Don't Know	Numeric
27	RSNVAC	Reason for vacancy	Reason why the property has become available	Log	1-2, 5-6, 8-12	1 = First let of newbuild, conversion, rehabilitation or acquired property; 2 = Relet - internal transfer; 5 = Relet - previous tenant died; 6 = Relet - property abandoned by previous tenant; 8 = Relet - previous tenant moved to private sector or other accommodation; 9 = Relet - to tenant who occupied same property as temp accommodation; 10 = Relet - tenant evicted due to arrears; 11 = Relet - tenant evicted due to ASB or other reason; 12 = Relet - tenant moved to other social housing provider	Numeric
28	LA	Property location	Let property's ONS LA Code	Log	9 digit code	e.g. E00000000	String
28	POSTCODE	Postcode (outcode)	First part of let property's postcode	Log	2-4 digit code	e.g AA12	String
28	POSTCOD2	Postcode (incode)	Second part of let property's postcode	Log	3 digit code	e.g 1AA	String
28	PCSAMETK	Previous and new postcodes are the same	Previous and new postcodes are the same	Log	1	1 = Yes	Numeric
Derived	OACODE	Property output area code	Census Output area code of let property	Office of National Statistics Postcode Directory (ONSPD)	9 digit code	e.g. E00000000	String
Derived	GOVREG	Govnt Office Region	Government Office Region	Derived from : LOOKUP TABLE involving LA (Property Location)	0 - 9	0 = Outside England; 1 = North East; 2 = Yorkshire & the Humber; 3 = East Midlands; 4 = East of England; 5 = London; 6 = South East; 7 = South West; 8 = West Midlands; 9 = North West	Numeric
Derived	BEDROOMSTANDARD (equivalent to BEDROOMSTANDARD2 in the CSV download from CORE website)	Household Bedroom Standard	The number of bedrooms allocated in accordance with the bedroom standard formula based on the composition of household members	Derived from AGE1 - AGE8, RELAT2 - RELAT8, SEX1-SEX8	Number	Number	Numeric
Derived	BED_MINUS_BEDSTANDARD (equivalent to BED_MINUS_BEDSTANDARD2 in the CSV download from CORE website)	Number of beds minus bedroom standard	Number of beds minus bedroom standard	BEDS - BEDROOMSTANDARD	Number	Number	Numeric
Derived	AFFRATE	Affordability rate	Affordability rate	RENTHB / (PAIDHB + WEEKINC)	Currency	Currency	Numeric
Derived	HCNETAF	HC net affordability	Net Affordability (HC)	(RENTHB - PAIDHB) / WEEKINC)	Currency	Currency	Numeric
Derived	PAIDHB	Housing Benefit paid	Total housing benefit paid for each household. Please note the table definitions used in the calculations are: Table = nondependant_deduction (1 = FT worker with dependant, 2 = PT Worker with dependant, 3 = Non Worker with dependant) and Table = HB_Earn_Disegard (1 = Single Person, 2 = Couple, 3 = Lone Parent)	[RENTHB] - [(Total Income) - [(Child Allowance x Number of Children) + Personal Allowance]] x (0.65) + (HB_Earn_Disregard)]	Currency	Currency	Numeric

Question	Field Name	Form Label	Description/Summary	How Generated	Parameter Values	Parameter Value text	Field Type
Derived	TYPEHB	Housing Benefit type	Housing Benefit type	Derived from HHMEMB, RELAT2 to RELAT8, Number of Dependants & Non Dependants	Number	Number	Numeric
Derived	RENTHB	Rent eligible for housing benefit	Rent eligible for housing benefit	(Weekly Rent [WRENT] + Weekly Service Charge [WSCHARGE]) - NonDepDeduction where if not retired WRENT reduced by 14% if BED_MINUS_BEDSTANDARD = 1, or by 25% if BED_MINUS_BEDSTANDARD > 1	Currency	Currency	Numeric
Derived	Weekinc	Net Weekly income	Net weekly income	If EARNINGS > 0, EARNINGS + CHILDBEN	Currency	Currency	Numeric
Derived	OWNINGORGID	Owning Organisation Identification Code	Owning Organisation Identification Code	System allocates unique Owning Organisation Identification Code at the time organisation register for CORE on the website	2-7 digit code	Number	Numeric
Derived	OWNINGORGNAME	Owning organisation Name	Owning organisation Name	Owning Organisation confirms organisation name at the time of registering for CORE on the website	Alphanumeric	Alphanumeric	String
1b	MANINGORGID	Managing organisation Identification Code	Managing organisation Identification Code	Log	2-7 digit code	Number	Numeric
Derived	MANINGORGNAME	Managing organisation Name	Managing organisation Name	Managing Organisation confirms organisation name at the time of registering for CORE on the website	Alphanumeric	Alphanumeric	String
Derived	HCNUM	HC code for Landlord RSL	HC registration code	Home and Communities Registration Number	Alphanumeric	Alphanumeric	String
Derived	MANHCNUM	HC code for Managing RSL	HC registration code	Home and Communities Registration Number	Alphanumeric	Alphanumeric	String
Derived	LAHA	Local authority transfer (PRP) HA	Related to Large Scale Voluntary Transfers (LSVT): Confirmation of stock transfers from Local Authority to Private Registered Providers	Local authority transfer (PRP) HA	0-1	0 = No; 1 = Yes	Numeric
Derived	UC_AMENDMENT	Receipt of Universal Credit amendment	Flag indicating the property submitted as in receipt of Universal Credit but it is not in a Universal Credit area and has as such been recorded	HB = 5 and LA and PREVLOC is not a Universal Credit area	1	1 = Yes	Numeric

Question	Field Name	Form Label	Description/Summary	How Generated	Parameter Values	Parameter Value text	Field Type
				Social Rent data ONLY			
Imputed	age_imputed	Age of Person 1, including imputed ages	Age of lead tenant including where their age is imputed	Calculated by DCLG	15-110	15-110	Numeric
Imputed	sex_imputed	Sex of Person 1, including imputed sexes	Sex of lead tenant including where their sex is imputed	Calculated by DCLG	1-2	1 = Male; 2 = Female	Numeric
Imputed	econstat_imputed	Economic status of Person 1, including imputed economic statuses	Economic status of lead tenant including where their economic status is imputed	Calculated by DCLG	0-8	0 = Other; 1 = Working ; 2 = Working part-time; 3 = Government training/New deal; 4 = Unemployed; 5 = Retired; 6 = Not seeking work; 7 = Student; 8 = Sick or disabled	Numeric
Imputed	ethnic_imputed	Ethnic origin of Person 1, including imputed ethnicities	Ethnic origin of lead tenant including where their ethnic origin is imputed	Calculated by DCLG	1-5	1 = White; 2 = Mixed; 3 = Asian or Asian British; 4 = Black or Black British; 5 = Chinese or other ethnic group	Numeric
Imputed	national_imputed	Nationality of Person 1, including imputed nationalities	Nationality of lead tenant including where their nationality is imputed	Calculated by DCLG	1-4	1 = UK national; 2 = A11; 3 = Other EEA country; 4 = Any other country	Numeric
Derived	age_flag	Age of lead tenant imputed flag	Age of lead tenant imputed flag	When AGE1 = -9	1	1 = Yes	Numeric
Derived	sex_flag	Sex of lead tenant imputed flag	Sex of lead tenant imputed flag	When SEX1 = R	1	1 = Yes	Numeric
Derived	econstat_flag	Economic status of lead tenant imputed flag	Economic status of lead tenant imputed flag	When ECSTAT1 = 10	1	1 = Yes	Numeric
Derived	ethnic_flag	Ethnic origin of lead tenant imputed flag	Ethnic origin of lead tenant imputed flag	When ETHNIC = 17	1	1 = Yes	Numeric
Derived	national_flag	Nationality of lead tenant imputed flag	Nationality of lead tenant imputed flag	When NATIONAL = 13	1	1 = Yes	Numeric
Derived	weight2	Local authority weight	Local authority cluster group weight to counteract non-submission levels	Calculated by DCLG	Number	Number	Numeric

Calculation for Household type (HHTYPE)

HHTYPE = 1 1 Elder

- Where TELDER = 1, **and both** TADULT and TCHILD = 0
A house with a single elder

HHTYPE = 2 2 Adults, at least one is an elder

- Where TELDER = 2 and TADULT = 0 and TCHILD=0 **or**, where TELDER = 1 and TADULT = 1 and TCHILD=0
- A household occupied by two people, where at least one is an elder, and no children.

HHTYPE = 3 SINGLE ADULT/ NO CHILDREN

- Where TADULT = 1, **and both** TELDER and TCHILD = 0
- A household with a single adult who is not an elder, with no children.

HHTYPE = 4 TWO ADULTS/ NO CHILDREN

- Where TADULT = 2, **and both** TELDER and TCHILD = 0
- A household with two adults, who are both not elders, and with no children.

HHTYPE = 5 SINGLE ADULT/ CHILDREN

- Where TCHILD is greater than or equal to 1, TADULT = 1, **and** TELDER = 0
- A household with a single adult who is not an elder and at least one child.

HHTYPE = 6 MULTI ADULT/ CHILDREN

- Where TCHILD is greater than or equal to 1, TADULT is greater than 1, **and** TELDER = 0
- A household with two or more adults, who are both not elders, and at least one child.

HHTYPE = 9 OTHER/ NO INFORMATION

- Where the household does not fall into one of the above categories or data has been refused

Key

Elder	AGE1-8 > 59
Adult	AGE1-8 < 60 and RELAT2-8 ≠ C
Child	RELAT2-8 = C

TELDER Total 'Elder'

TADULT Total 'Adult'

TCHILD Total 'Child'

The above three terms are used solely for the calculating HHTYPE, to identify adults who are 'elders'.

TCHILD = TOTCHILD

TELDER + TADULT = TOTADULT

TOTCHILD + TOTADULT = HHMEMB

Calculation for New or Existing Tenant (NEW_OLD)

NEW_OLD = 2 if:
PREVTEN = 1 or 2 or 6 or 8
OR
REFERRAL = 1 or 10
Else, New_Old = 1

Key

PREVTEN = 1	Local Authority General Needs Tenancy
PREVTEN = 2	Private Registered Provider General Needs Tenancy
PREVTEN = 6	Supported Housing
PREVTEN = 8	Housing for Older People
REFERRAL = 1	Internal Transfer
REFERRAL = 10	Other Social Landlord
NEW_OLD = 1	New Tenant
NEW_OLD = 2	Existing Tenant

Calculations for CHILDBEN (Child Benefit)

Number of children in household (Based on RELAT = C)	Total Child Benefit Value (First child eligible for £20.30, each additional child eligible for £13.40)
One Child	£20.30
Two Children	£33.70
Three Children	£47.10
Four Children	£60.50
Five Children	£73.90
Six Children	£87.30
Seven Children	£100.70

Calculation for Housing Benefit type (TYPEHB)

HBTYP1 Type of Housing Benefit 1

- Where HHMEMB equals 1 which is an elder
- A single elder

HBTYP2 Type of Housing Benefit 2

- Where HHMEMB equals 2 AND there is an elder and their partner
- A household occupied by two people, comprising the lead tenant who is an elder, and his/her partner

HBTYP3 Type of Housing Benefit 3

- Where HHMEMB equals 1 AND the household does not contain any elder
- A household with a single adult who is not an elder

HBTYP4 Type of Housing Benefit 4

- Where HHMEMB is equal to 2 AND the household does not have any elder and there is a partner
- A household occupied by two adults, comprising the lead tenant and his/her partner

HBTYP5 Type of Housing Benefit 5

- Where HHMEMB is greater or equal to 3 AND there is a partner and 1 child
- A household of three or more people, comprising at least two adults/elders, one of which is the partner of the lead tenant, plus one child

HBTYP6 Type of Housing Benefit 6

- Where HHMEMB is greater or equal to 4 AND there is a partner and 2 children
- A household of four or more people, comprising at least two adults/elders, one of which is the partner of the lead tenant, plus two children

HBTYP7 Type of Housing Benefit 7

- Where HHMEMB is greater or equal to 2 AND there is no partner and 1 child
- A household of two or more people, comprising at least one adult/elder and one child, where the lead tenant does not have a partner

HBTYP8 Type of Housing Benefit 8

- Where HHMEMB is greater or equal to 3 AND there is no partner and 2 children
- A household of three or more people, comprising at least one adult/elder and two children, where the lead tenant does not have a partner

HBTYP9 Type of Housing Benefit 9

- Where HHMEMB is greater or equal to 5 AND there is a partner and at least 3 children
- A household of five or more people, comprising at least two adults/elders, one of which is the partner of the lead tenant, plus three or more children

HBTYP10 Type of Housing Benefit 10

- Where HHMEMB is greater or equal to 4 AND there is no partner and at least 3 children
- A household of four or more people, comprising one or more adult/elder and three or more children, where the lead tenant does not have a partner

HBTYP11 Type of Housing Benefit 11

- Where HHMEMB is greater or equal to two AND the household has 1 elder and one or more adults
- A household with one elder and one or more non-elder adults, where the lead tenant does not have a partner

HBTYP12 Type of Housing Benefit 12

- Where HHMEMB is greater or equal to 3 AND the at least one or more elder(s)/adults of which one must be a partner
- A household with three or more people, comprising one or more elders and one or more non-elder adults, where the lead tenant has a partner

HBTYP13 Type of Housing Benefit 13

- Where HHMEMB is greater or equal to two AND the household has 2 or more adults, no elder(s) AND there is no partner relationship to the lead tenant
- A household with two or more adults, where the lead tenant does not have a partner.

HBTYP14 Type of Housing Benefit 14

- Where HHMEMB is greater or equal to 3, AND the household contains no elder(s) AND there is a partner
- A household with three or more non-elder adults, one of which is the partner of the lead tenant

HBTYP15 Type of Housing Benefit 15

- Where HHMEMB is greater or equal to two AND the household has 2 or more elder(s) AND there is a partner
- A household with two or more elders, one of which is the partner of the lead tenant.

Key

Elder	AGE1-8 >= 60
Adult	AGE1-8 < 60 and (if person 2-8) RELAT2-8 ≠ C
Child	RELAT2-8 = C
HHMEMB	Household members
HHTYPE	Household type

Calculation for Rent eligible for housing benefit (RENTHB)

RENTHB = (Weekly Rent [WRENT] + Weekly Service Charge [WSCHARGE]) - NonDepDeduction

The NonDepDeduction is dependent on whether there is a relationship status other (X) in the household and their economic status.

Where the Economic status [ECSTAT] = 1 they are a NonDepDeduction type 1 and the deduction would be £23.35 (full time employed)

Where the Economic status [ECSTAT] = 2 they are a NonDepDeduction type 2 and the deduction would be £17.00 (part time employed)

Where the Economic status [ECSTAT] = 3,4,5,6,8,9,0 then they are NonDepDeduction type 3 and the deduction would be 7.40 (non employed)

Where the Economic status [ECSTAT] = 7 there is no deduction (full time student)

No deduction made for couples where at least one is retired (women aged 60+, men aged 65+).

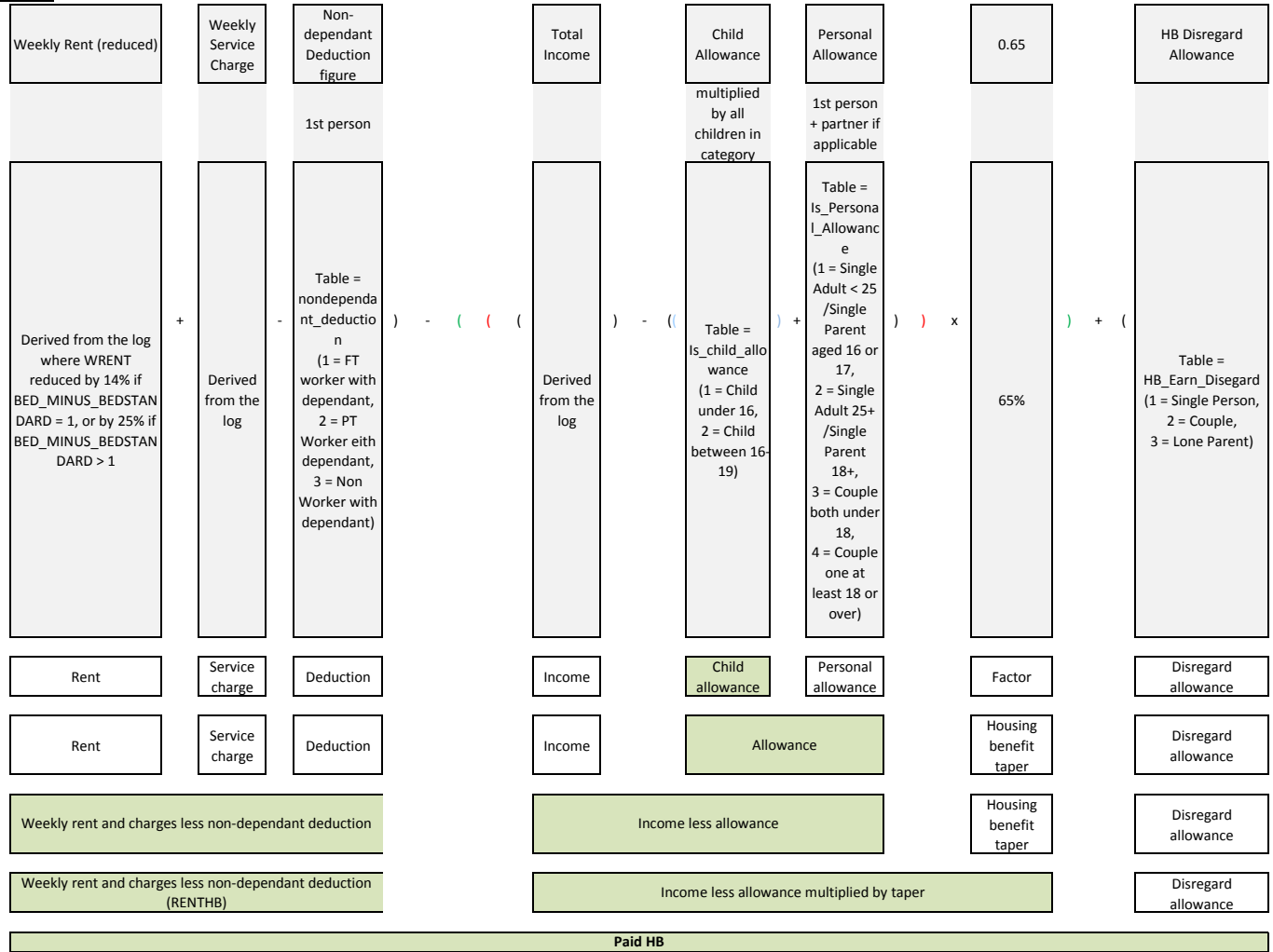
If BED_MINUS_BEDSTANDARD = 1, WRENT is reduced by 14%

If BED_MINUS_BEDSTANDARD > 1, WRENT is reduced by 25%

Key

NonDepDeduction:	Non Dependant Deduction
ECSTAT1:	Full Time Work
ECSTAT2:	Part Time Work
ECSTAT3:	Government Training/ New Deal
ECSTAT4:	Job Seeker
ECSTAT5:	Retired
ECSTAT6:	Not Seeking Work
ECSTAT7:	Full Time Student
ECSTAT8:	Unable to Work Due to Long Term Sickness or Disability
ECSTAT9:	Child Under 16
ECSTAT0:	Other Adult

Calculation for Housing Benefit paid (PAIDHB)



$$[(\text{Weekly Rent(reduced)} + \text{Weekly Service Charge}) - (\text{Non-dependant Deduction figure})] - [(\text{Total Income}) - ((\text{Child Allowance} \times \text{Number of Children}) + \text{Personal Allowance})] \times (0.65) + (\text{HB_Earn_Disregard})$$

NB: This is the same as [RENTHB] - [(Total Income) - [(Child Allowance x Number of Children) + Personal Allowance]] x (0.65) + (HB_Earn_Disregard)]

Glossary

Non-Dependant Deduction figure: Non-dependent deduction figure based on economic status and household composition, see next page for detailed explanation.

HB_Earn_Disregard: Housing benefit disregarded due to earning (Potential), see next pagefor detailed explanation.

Calculation for Housing Benefit paid (PAIDHB)

NB: DWP amends allowance amounts each year; the figures below are revised annually to track this.

Child Allowance:

Child allowance figures for 2016/17:

	Amount
1) Child aged 0 – 15 (incl)	£66.33
2) Child aged 16 – 19 (incl)	£66.33

Personal Allowance:

Personal allowance for 2016/17:

	Amount
1) Single adult < 25, or single parent aged 16 – 17	£57.35
2) Single adult 25+, or Single parent 18+	£72.40
3) Couple both < 18	£86.65
4) Couple where at least one is aged 18+	£113.70

HB_Earn_Disregard:

Disregard allowance for 2016/17:

	Amount
1) Single person	£5.00
2) Couple	£10.00
3) Single parent	£25.00

Calculation for Number of days property was vacant (VACDAYS)

VACDAYS= TENANCY STARTDATE - VOID DATE
or if major repair date recorded:
TENANCY STARTDATE - MAJOR REPAIR DATE

If a tenant was to vacate a property on Monday morning, and a new tenant moved in on Tuesday morning this would be counted as 1 vacant day. Likewise, if a tenant vacated a property on Monday and a new tenant moved in on Wednesday this would count as 2 vacant days. This differs to the methods used to calculate vacant days used by CORE prior to 2015/16 where the number of vacant days would have been calculated as 0 and 1.

Date Previous Tenant Vacated Property	Date New Tenant Moved in to Property	Vacant Days Total (2014/15)	Vacant Days Total (2015/16)
3rd April	7th April	3	4
4th April	7th April	2	3
5th April	7th April	1	2
6th April	7th April	0	1
7th April	7th April	0	0