

# CORE Lettings Log - With Additional Guidance 2016/17

STRICTLY CONFIDENTIAL

**Is this an Affordable Rent log or Social Letting Log?**

AR  Social

AR – where up to 80% of market rent can be charged. A new supply agreement is signed with the HCA or GLA.

**1. Key Dates** (e.g. 12/05/16)

Day      Month      Year

Tenancy start date

**DO NOT LEAVE BLANK**

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The date the tenancy agreement is signed by the tenant making them legally responsible for the property. This is not necessarily the same as the date of interview, date of move or rent account activation. **When a fixed-term tenancy is renewed to the same tenant at the same property, the tenancy start date and the Void date (Q19) should be same date at which the renewed tenancy commences.**

**LANDLORD / LETTINGS DETAILS**

✓ one only      Social      AR

1a. Type of Letting

Private Registered Provider (HA) Landlord  
OR  
Local Authority landlord:

Letting in <	A General Needs unit <input type="checkbox"/>	1	5
	A Supported unit <input type="checkbox"/>	2	6
Letting in <	A General Needs unit <input type="checkbox"/>	3	7
	A Supported unit <input type="checkbox"/>	4	8

Supported housing is broadly defined as property designated for a particular client group with a particular support level (inc housing for older (sheltered accommodation) and homeless people). The definition applies against the property, not the situation of the person allocated it (e.g. an older person can still be allocated a GN property).

**FOR GENERAL NEEDS HOUSING ONLY**

1b. Who is the landlord on the tenancy agreement?

This landlord  1      Another RP (HA/LA)  2

If another RP (HA/LA)

**CORE code**

Name

For General Needs lets, if the managing organisation is also the landlord please select option 1. If not please select option 2 and enter the owning landlord's name and code in the spaces provided.

**FOR SUPPORTED HOUSING ONLY**

1c. Please enter the management group and scheme code for the property

Management group code	Scheme code

1d. Is this the first letting in a supported housing unit / bed space which has been newly built, converted or newly acquired?

Yes  1      No  2

If you do not know your codes please contact your in-house CORE Coordinator or the CORE Helpdesk. It is the Owning Organisation's responsibility to set up Management Groups and Schemes. **CORE Coordinators can create new groups and schemes on our CORE website by selecting 'Administration' then, in the 'Institution Management' section, selecting 'Management Groups'.**

**TENANCY DETAILS**

2a. Is this a starter / introductory tenancy?      Yes  1      No  2

Tenancies may be provided on assured shorthold terms, but for a distinct trial tenancy period typically restricted to 12 months.

2b. Type of main tenancy (after any starter/introductory period) ✓

Secure (inc flexible) <input type="checkbox"/> 1	Licence agreement (supported housing/alms houses only) <input type="checkbox"/> 5
Assured <input type="checkbox"/> 2	Other <input type="checkbox"/> 3
Assured shorthold <input type="checkbox"/> 4	Tenant Code <input style="width: 100%;" type="text"/>

Please enter either the main tenancy the tenant has been allocated or what the starter/introductory could roll into. **We would expect LAs to submit Secure as their tenancy type and PRPs mainly Assured or Assured shorthold.** Assured shorthold lets require a fixed term to be entered in 2c. Secure tenancies if 'flexible' should also enter a fixed period.

2c. If the main tenancy is a fixed term tenancy, please provide the length of the fixed term (to the nearest year) **excluding any starter/introductory period**

Years

**Please deduct any starter/introductory period and round up to the nearest year as only whole years can be recorded .** Assured shorthold tenancies: general needs minimum 2yrs (below 2 years is regarded as temporary and do not need to be recorded ). **Supported housing including temporary, round up tenancies of several months to 1 year.** Secure flexible fixed terms (min 2years).

**HOUSEHOLD DETAILS**

3. HOUSEHOLD CHARACTERISTICS. Enter all demographic details required for person 1. For all other household members enter age, sex, relationship to person 1 and economic status. **If joint tenancy, enter most economically active tenant first.**

	Age	Sex M/F/R	Relationship to person 1	Economic status	Ethnicity	Nationality
Person 1	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>
Person 2	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>
Person 3	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>
Person 4	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>
Person 5	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>
Person 6	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>
Person 7	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>
Person 8	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>

**PLEASE ENTER RELEVANT CODE. PLEASE REFER TO CODE LISTS BELOW**

**Relationship to person 1**  
**P** = Partner  
**C** = Child (eligible for child benefit, under 16 or under 20 if still in full-time education)  
**X** = Other  
**R** = Refused

**Age:** Enter the age of each household member in years. Use whole numbers for the ages of children. For those aged 0-1 enter "1" in the box. If age has been refused, please enter 'R'.

**Age** – Enter a numeric value using whole numbers (for children aged 0-1 enter '1') except where refused, then enter an 'R'.  
**Sex** – Enter 'M' for male; 'F' for female and 'R' for refused as defined by the individual.  
**Relationship to Person 1** – Enter the letter that applies: 'P' for the partner (e.g. husband, wife, co-habitee, or a partner if the couple has entered into a civil partnership). 'C' for dependent children (eligible for child benefit, aged under 16 or under 20 if still in full-time education). 'X' for any other member of the household (e.g. elderly relatives, adult children, lodgers). 'R' for refused.  
**Economic status** - This should be entered for each member of the household using the codes specified below. All household members who are aged under 16 should be given a code '9', everyone aged 16 or over should be allocated one of the other codes.  
**Ethnicity and Nationality** – Use the below codes – stressing the anonymity of the log.

Economic status	Ethnic Group	D. Black, African, Caribbean or Black	Nationality
1 Full time work (30 hrs or more per week)	<b>A. White</b> 1 English, Scottish, Welsh, Northern Irish, British	6 White & Asian	1 UK national resident in UK
2 Part-time work (less than 30 hrs per week)	2 Irish	7 Other	2 UK national returning from residence overseas
3 Government training/ New deal	18 Gypsy, Irish Traveller	<b>C. Asian or Asian British</b> 8 Indian	3 Czech Republic
4 Job seeker	3 Other	9 Pakistani	4 Estonia
5 Retired	<b>B. Mixed</b> 4 White & Black Caribbean	10 Bangladeshi	5 Hungary
6 Not seeking work (30 hrs or more per week)	5 White & Black African	11 Chinese	6 Latvia
7 Full-time student		12 Other	7 Lithuania
8 Unable to work because of long term sickness or disability		<b>E. Other ethnic group</b> 13 African	8 Poland
9 Child under 16		14 Other	9 Slovakia
10 Other adult		15 Other	10 Slovenia
11 Refused		16 Other	11 Romania
		17 Refused	12 Any other country
			13 Refused

4ai) Has anyone in the household ever served in the **UK Armed Forces as a regular or a reserve?** (Excluding National Service)

Yes - regular  1 Yes - reserve  4 No  2 Refused  3

ii) If they've ever served as a regular, have they left within the last five years?

Yes  1 No  2 Refused  3

4b. 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?**

Yes  1 No  2 Refused  3

5. Does the household contain a pregnant woman?

Yes  1 No  2 Refused  3

6. Is the tenant in receipt of or likely to be in receipt of the following:

Universal Credit  5 Housing Benefit  1  
(if not in receipt of Universal Credit)  
Neither  2 Don't know  3

7. How much of your income comes from universal credit, state pensions or benefits (excluding child & housing benefit, council tax support or tax credits)?

All  1 Some  2 None  3 Don't Know  4

8. Tenant's or tenant and partner's **net weekly** income (after tax deductions)

**For those receiving Universal Credit**, please enter net weekly income from employment, pensions and Universal Credit. Please exclude child benefit and council tax support.

**For those not receiving Universal Credit**, please enter net weekly income from employment, pensions and other benefits. Please exclude housing benefit, child benefit and council tax support.

Please ✓ if Q8 refused  Round to nearest £

9a. **In the tenant's view** what was the main reason the household left their **last settled home?**

- |  |   |
|--|---|
| Permanently decanted from another property owned by this landlord <input type="checkbox"/> 1     | <b>Under occupation – offered incentive to downsize</b> <input type="checkbox"/> 29 |
| Left home country as refugee <input type="checkbox"/> 2  | <b>Under occupation – no incentive</b> <input type="checkbox"/> 30                  |
| Discharged from prison or from longstay hospital or other institution <input type="checkbox"/> 3 | Property unsuitable because of ill health / disability <input type="checkbox"/> 13  |
| Loss of tied accommodation <input type="checkbox"/> 4  | Property unsuitable because of poor condition <input type="checkbox"/> 14           |
| End of Assured shorthold or Fixed Term tenancy <input type="checkbox"/> 5                        | Couldn't afford rent or mortgage <input type="checkbox"/> 15                        |
| Eviction or repossession <input type="checkbox"/> 6  | To move nearer to family / friends / school <input type="checkbox"/> 16             |
| <b>Domestic abuse</b> <input type="checkbox"/> 7   | To move nearer to work <input type="checkbox"/> 17                                  |
| (Non-violent) relationship breakdown with partner <input type="checkbox"/> 8                     | To move to accommodation with support <input type="checkbox"/> 18                   |
| Asked to leave by family or friends <input type="checkbox"/> 9                                   | To move to independent accommodation <input type="checkbox"/> 19                    |
| Racial harassment <input type="checkbox"/> 10  | <b>Hate crime</b> <input type="checkbox"/> 31                                       |
| Other problems with neighbours <input type="checkbox"/> 11                                       | Other <input type="checkbox"/> 20   |
| Property unsuitable because of overcrowding <input type="checkbox"/> 12                          | Don't know <input type="checkbox"/> 28  |

9b. Was the reason for leaving a direct result of the removal of the spare room subsidy or benefit cap introduced from 2013? (this is most likely to apply if options 1, 6, 15 **29** or **30** were selected for 9a)

Yes: Removal of the spare room subsidy  4  
Yes: Benefit cap  5 No  2  
Yes: Both  6 Don't know  3

**4ai. Definition of Regular:** an individual fulfilling a role in the Royal Navy, the Royal Marines, the regular army and the Royal Air Force.  
**Definition of Reserve:** an individual fulfilling a role in the Royal Fleet Reserve, the Royal Naval Reserve, the Royal Marines Reserve, the Army Reserve, the Territorial Army, the Royal Air Force Reserve or the Royal Auxiliary Air Force.

Only one box should be ticked. If both 'Yes – regular' and 'Yes – reserve' is applicable for the household please tick 'Yes – regular'.  
ii. Please only answer Q4aii if responded to Q4ai with 'Yes-regular'.

**4b.** Seriously injured/disabled: injury, illness or disability serious enough to affect a member of the household's housing requirements.

**For the current tenancy this log is intended to be completed for, 'Universal Credit' or 'Housing Benefit' should be selected if :**  
- the tenant is currently in receipt of either housing benefit or Universal Credit and will continue to in the new tenancy.  
- or will be in receipt of either as a result of the new tenancy.  
If the let property is not in an area issuing Universal Credit the tenant can only be eligible for HB or neither.

Ensure that responses to this question are consistent with details provided for Q6. Also consider later income details in light of this question.

If the tenant provides details of monthly income, you should convert this to a weekly amount by using the following formula:  
**Monthly amount (£) x 12 months / 52 weeks**

**Note:** Figures are for 'net' not 'gross' income. Please also round up or down to the nearest £.

If receiving Universal Credit [UC] we do not ask that the housing allowance is deducted from income as it is not realistic to assume all households will be aware of what proportion this amounts to. Non UC households should continue to deduct the HB element.

This question is intended to find out the main reason a household needed rehousing. It should be completed from the tenant's perspective. Please tick only one box.

For tenants who immediately prior to this letting had been housed in temporary accommodation (e.g. 'statutorily homeless' households), they need to complete this question answering why they left their last settled accommodation prior to their temporary placement.

The tenant can only be 'permanently decanted from another property owned by this landlord' if source of referral (Q16) is 'internal transfer'.

**If household left their former home to escape racial harassment and a crime has been committed, please select option '31 Hate crime', otherwise please select '10. Racial harassment'.** A hate crime is a crime committed against somebody because of their disability, gender-identity, race, religion or belief, or sexual orientation.

'21. Under occupation' used in previous years' log forms is now split into '29. Under occupation – offered incentive to downsize' and '30. Under occupation – no incentive'. Please choose former if the tenant had received an incentive (includes monetary incentives as well as non-monetary incentives such as receiving practical help with their move) offered by their housing provider or local authority to move and the latter if they chose to move to a property with fewer bedrooms without such incentive.

This is designed to capture the effect of two policy initiatives:

**The removal of spare room subsidy/under occupation measure** – where households have been classified as residing within properties deemed disproportionately large in relation to their personal circumstance (often defined by bedrooms per permanent household resident).

**The benefit cap** – this is a limit to total benefit claims that non working households may receive, designed to ensure that no household out of work receives benefit payments in excess of the average working household earnings.

**10. Does anyone in the household require** (At least one box must be ticked)

- (a) Fully wheelchair accessible housing
  - (b) Wheelchair access to essential rooms
  - (c) Level access housing
  - (f) Other disability requirements
  - (g) No disability requirements
  - (h) Don't know
- Note that option (f) may be selected in conjunction with one of (a), (b) or (c)

Only one option from a-c and g-h can be selected per log. Option 'f' may be selected with one other option from a-c.

**Note:** Instances relating to adaptations relating to visual and hearing impairment should be recorded under option (f) 'Other' which covers disability requirements not specifically listed.

**11. The housing situation for this household immediately before this letting** (✓ one only)

- |   |  |
|---|--|
| Local Authority general needs tenancy <input type="checkbox"/> 1                  | Women's refuge <input type="checkbox"/> 21                     |
| Private Registered Provider (HA) general needs tenancy <input type="checkbox"/> 2 | Hospital <input type="checkbox"/> 10                           |
| Owner occupation (private) <input type="checkbox"/> 26                            | Prison / Approved Probation Hostel <input type="checkbox"/> 29 |
| Owner occupation (low cost home ownership) <input type="checkbox"/> 27            | Direct access hostel <input type="checkbox"/> 7                |
| Private sector tenancy <input type="checkbox"/> 3                                 | Bed & Breakfast <input type="checkbox"/> 14                    |
| Tied housing or rented with job <input type="checkbox"/> 4                        | Mobile home / caravan <input type="checkbox"/> 23              |
| Supported housing <input type="checkbox"/> 6                                      | Any other temporary accommodation <input type="checkbox"/> 18  |
| Housing for older people <input type="checkbox"/> 8                               | Home Office Asylum Support <input type="checkbox"/> 24         |
| Residential care home <input type="checkbox"/> 9                                  | Children's home / foster care <input type="checkbox"/> 13      |
| Living with friends or family <input type="checkbox"/> 28                         | Rough sleeping <input type="checkbox"/> 19                     |
|   | Other <input type="checkbox"/> 25                              |

Tick one box detailing the previous type of accommodation immediately prior to the letting the log is being completed for – regardless of whether this was permanent or temporary. For households that have previously been living in temporary accommodation the type of accommodation should be specified (e.g. bed and breakfast, direct access hostel, hospital, rough sleeping, women's refuge).

**For renewal of a fixed-term tenancy to the same tenant at the same property, response for this question must be same tenancy type as the new letting – either '1. Local Authority general needs tenancy', '2. Private Registered Provider general needs tenancy', '6. Supported housing', or '8. Housing for older people'.**

**Note:** the option 'Any other temporary accommodation' should be ticked where the temporary accommodation was in an RP general needs tenancy i.e. it was not permanent.

**For newly forming households, please record the previous accommodation of Person 1 listed in question 3.**

**LOCATION OF PREVIOUS ACCOMMODATION**

**12a. Enter LA in which household lived immediately before this letting** (including temporary accommodation)

Name of local authority  **DO NOT LEAVE BLANK** ONS LA code

(Please refer to appendix F of the CORE manual for ONS codes)

Always provide the 9 digit ONS code for previous accommodation requested. See Appendix F of the CORE Manual for the relevant codes such as those outside England:  
 Scotland: S92000003  
 Wales: W92000004  
 Northern Ireland: N92000002  
 Outside UK: 9300000XX

**For renewal of a fixed-term tenancy to the same tenant at the same property use the property that the tenancy is being renewed at. No reference to the previous location prior to the initial letting of that property is required in this instance.**

**12b. If the household has moved from settled accommodation** (Immediately prior to being re-housed), enter the full postcode for the previous accommodation

If full postcode not known or previous accommodation was temporary, please tick

Tenants in temporary accommodation immediately prior to the current letting need not supply postcode details [tick small bottom right box].

For help confirming postcode details use the RM website: <http://postcodefinderpreprod.royalmail.com/postcodefinder.aspx>

**LENGTH OF RESIDENCE IN THE LOCAL AUTHORITY DISTRICT OF THE PROPERTY BEING LET**

**12c. How long has the household lived in the local authority district where the new letting is located?**

- New to Local Authority  1    Less than 1 year  2    1-2 years  3  
 2-5 years  4    More than 5 years  5    Don't Know  6

The length of time the household has continuously lived in the same LA as the property being let, immediately prior to this new letting. If the household's previous accommodation is not in the same LA as the property being let you should tick option 1. If the household is a newly forming household then answer the question for Person 1 as defined in question 3.

**Their previous accommodation can include temporary accommodation such as B&B. If the length of time is exactly 5 years, please select 'More than 5 years'. If the length of tenancy is exactly 2 years, please select '2-5 years'.**

**13. Immediately prior to this letting, was this household ...?** ✓ one only

- 1  **Not homeless**
- 2  Found 'statutorily homeless' by a housing authority and owed a main homelessness duty
- 6  Found 'statutorily homeless' by a housing authority but not owed a main homelessness duty
- 7  Other homelessness i.e. not found statutorily homeless by a housing authority but considered to be homeless by the letting landlord

Please note that the definition of 'homeless' is consistent across Q13, 14a & 14b. See Appendix G of the CORE Manual for more guidance on homelessness. Responses entered for each question should share the same logic (i.e. Q13 if selecting option 2, 6 or 7 then you should select 'yes' for 14a and option 1 for 14b).

**14a. Was the household given Reasonable Preference (i.e. priority) for housing by the Local Authority?** Yes  1 No  2 Don't know  3

**14b. If yes, which of the following reasons for Reasonable Preference apply?**

- |  |   |
|--|---|
| Homeless or about to lose their home (within 28 days) <input type="checkbox"/> 1       | A need to move on medical and welfare grounds (including a disability) <input type="checkbox"/> 3 |
| Living in insanitary, overcrowded or unsatisfactory housing <input type="checkbox"/> 2 | A need to move to avoid hardship to themselves or others <input type="checkbox"/> 4               |

Guidance from Appendix G [CORE manual] helping to define homeless: *Where the applicant is unintentionally threatened with homelessness (i.e. likely to become homeless within 28 days through no fault of their own), the authority must take steps to ensure that they do not cease to have accommodation available (i.e. do not become homeless). This duty is owed under section 195(2) of the 1996 Act. Note: more than one option may be selected for 14b.*

**15. Was the letting made under any of the following allocations systems?**

- ✓ one box on each row (select Yes or No for each allocation system)
- |                                |                                |                               |
|--------------------------------|--------------------------------|-------------------------------|
| Choice-based lettings (CBL)    | Yes <input type="checkbox"/> 1 | No <input type="checkbox"/> 2 |
| Common housing register (CHR)  | Yes <input type="checkbox"/> 1 | No <input type="checkbox"/> 2 |
| Common Allocation Policy (CAP) | Yes <input type="checkbox"/> 1 | No <input type="checkbox"/> 2 |

Please tick either a 'Yes' or 'No' option for each allocation system.

16. Source of referral for this letting? (See Manual)  one only

Internal transfer	<input type="checkbox"/>	1	Social services	<input type="checkbox"/>	9
Tenant applied direct (no referral or nomination)	<input type="checkbox"/>	2	Police, probation, prison	<input type="checkbox"/>	12
PRP lettings only – nominated by a local housing authority	<input type="checkbox"/>	3	Youth offending team	<input type="checkbox"/>	13
PRP supported lettings only – referred by local authority housing department	<input type="checkbox"/>	4	Community mental health team	<input type="checkbox"/>	14
Relocated through recognised national, regional or sub-regional housing mobility scheme	<input type="checkbox"/>	8	Health service	<input type="checkbox"/>	15
Other social landlord	<input type="checkbox"/>	10	Voluntary agency	<input type="checkbox"/>	7
			Other	<input type="checkbox"/>	16

Please tick only one box. The answer to this question should identify how the tenant was selected by 'you' the landlord for this particular letting.  
**The response to source of referral in this question should be '1. Internal transfer' if this is a renewal of a fixed-term tenancy to the same tenant at the same property.**  
**Note: your response will be queried** if the response given to Q16 is not consistent with the previous response for Q9a e.g. if you select 'Internal Transfer' for this Q16, but have not selected a compatible option for Q9a (such as 'Permanently decanted from another property owned by this landlord') **your response will be queried** will be queried.

**RENT AND OTHER CHARGES** ( one only)

17. Rent and other charges period

Fortnightly  2      Calendar monthly  4      Four-weekly  3

Weekly for \_\_\_\_\_ weeks (Please enter number of weeks)  1

If the weekly charge period does not meet any of the specified options, enter the household's rent period in the section beneath the main 3 options. From 2015-16, the weekly rent period has been extended to include any number of weeks between 46 and 50, 52 and 53. Please ensure that this same rental period is used when calculating rent in Q18.

18. Complete **only one** section – A or B or C

18a. Rent and Charges

i) Basic rent (for period shown in Q17)      £

ii) Service charge (eligible for HB or UC)      £

iii) Personal service charge (not eligible for HB or UC e.g. heating, hot water excluding water rates)      £

iv) Support charge (charges made to fund housing related support services included in the tenancy agreement).      £

v) **TOTAL CHARGE** (i+ii+iii+iv)      £

**Basic Rent:** Enter the basic rent exclusive of any service charge or other charges for the unit (for the period given in Q17).  
**Service charge** (eligible for HB or UC): Enter service charge, if any, which is eligible for Housing Benefit or Universal Credit. Most service charges are eligible (except heating & hot water).  
**Personal service charge** (not eligible for HB or UC): Enter any other charges payable (e.g. heating & hot water).  
**Support charges:** Enter where a support charge is included in the tenancy agreement. Housing related support enables a person to live independently or sustain their capacity to do so.  
**Total charge:** ensure that the expected total is the combination of all previously recorded charges.

18b. Charges for Care Homes

Total charge (for period shown in Q17)      £

**Care Homes:** providing personal care or nursing care. The charge for a Care Home should be shown as the total amount for a placement for the period in Question 17.

18c. Please tick if there is no charge to the occupant for the accommodation.     

**Note: please only enter details for one of the questions 18 a); b) or c)**

18d. After housing benefit payment is received, will there be an outstanding amount for basic rent (18ai) and/or benefit eligible charges (18a ii)?

Yes  1      No  2      Don't know  3

If yes, what do you expect the amount to be (for period shown in Q17)?      £

This question is only interested in households receiving HB. If Housing Benefit is not received – do not complete this question.  
 If Housing Benefit is equal or greater than [18ai + 18a ii] – select 'No'.  
 If Housing Benefit is less than [18ai + 18a ii] – select 'Yes' and enter the additional amount that must be paid.

Only answer if the tenant is in or due to be in receipt of housing benefit for this letting. If the housing benefit amount is unknown please estimate difference.

Day      Month      Year

19. Key Dates (e.g. 12/05/15)

Void (or new build handover) date     

Major repairs completion date (if major repairs carried out during void period)     

If the unit is in a supported scheme for stays of one month or less, ignore dates above and tick here to confirm.     

**Note:** the Void date must be before the tenancy start date entered for Q1.  
**Void date:** the date the tenancy of the previous occupier legally ended. For newly built properties use the 'practical completion date'. For newly acquired properties use the date the landlord took legal ownership of the property.  
**Major repairs:** Major repairs are works which could not reasonably be carried out with a tenant in occupation.

20. How many times has this unit been previously offered since becoming available for letting? For an Affordable Rent Letting, only include number of offers as an Affordable Rent property.

(for a property let at the first attempt enter '0' )      **DO NOT LEAVE BLANK**

For an Affordable Rent Letting, only include number of offers as an Affordable Rent property.

21a. Property reference     

21b. UPRN  
(Unique Property Reference Number)  
(Non-mandatory)     

Use your own property reference for the letting to assist with future cross-referencing. Do not enter the address.  
**Local authorities should be able to find their UPRN from <https://www.ordnancesurvey.co.uk/business-and-government/products/addressbase-products.html>.**  
**PRPs who have access to the AddressBase data should also include the UPRN here.**  
**Organisations who are able to access the database should make every effort to record the UPRN here.**

