

# CORE Lettings Log 2016/17

STRICTLY CONFIDENTIAL

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

AR  Social

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

Tenancy start date  
 DO NOT LEAVE BLANK

Day	Month	Year

**LANDLORD / LETTINGS DETAILS**

Letting in  one only Social AR

1a. Type of Letting

Private Registered Provider (HA) Landlord

Letting in  A General Needs unit 1 5

Letting in  A Supported unit 2 6

OR

Local Authority landlord:

Letting in  A General Needs unit 3 7

Letting in  A Supported unit 4 8

**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 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

**TENANCY DETAILS**

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

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

Secure (inc flexible)  1 Licence agreement (supported housing/alms houses only)  5

Assured  2 Other  3

Assured shorthold  4 Tenant Code

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

**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	Relationship to person 1	Economic status	Ethnicity	Nationality
Person 1	<input type="text"/>	<input type="text"/>	n/a	<input type="text"/>	<input type="text"/>	<input type="text"/>
Person 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Person 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Person 4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Person 5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Person 6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Person 7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Person 8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

**Sex**  
 M = Male  
 F = Female  
 R = Refused

**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'.

Economic status	Ethnic Group
1 Full time work (30 hrs or more per week)	A. White 1 English, Scottish, Welsh, Northern Irish, British
2 Part-time work (less than 30 hrs per week)	2 Irish 18 Gypsy, Irish Traveller
3 Government training/ New deal	3 Other B. Mixed 4 White & Black Caribbean
4 Job seeker	5 White & Black African
5 Retired	6 White & Asian 7 Other C. Asian or Asian British 8 Indian 9 Pakistani 10 Bangladeshi 15 Chinese 11 Other
6 Not seeking work	
7 Full-time student	
8 Unable to work because of long term sickness or disability	
9 Child under 16	
0 Other adult	
10 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 (if not in receipt of Universal Credit)  1

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 credit)?

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, enter net weekly income from employment, pensions and Universal Credit. Exclude child benefit and council tax support. For those not receiving Universal Credit, enter net weekly income from employment, pensions and other benefits. 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	Under occupation – offered incentive to downsize <input type="checkbox"/> 29
Left home country as refugee <input type="checkbox"/> 2	Under occupation – no incentive <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
Domestic abuse <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	Hate crime <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 No  2

Yes: Benefit cap  5 Don't know  3

Yes: Both  6

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)

Nationality	Nationality
1 UK national resident in UK	14 Bulgaria
2 UK national returning from residence overseas	15 Romania
3 Czech Republic	16 Croatia
4 Estonia	17 Ireland
5 Hungary	11 Other EU Economic Area (EEA*) country
6 Latvia	12 Any other country
7 Lithuania	13 Refused
8 Poland	*Other EEA countries are Austria, Belgium, Cyprus, Denmark, Finland, France, Germany, Greece, Iceland, Italy, Liechtenstein, Luxembourg, Malta, Netherlands, Norway, Portugal, Spain, Sweden and Switzerland
9 Slovakia	
10 Slovenia	

**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                              |

- 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) £

18b. Charges for Care Homes  
Total charge (for period shown in Q17) £

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

18d. After housing benefit payment is received, will there be an outstanding amount for basic rent (18ai) and/or benefit eligible charges (18aii)?  
Yes  1 No  2 Don't know  3

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

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.

**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)

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

**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

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

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)  1 A need to move on medical and welfare grounds (including a disability)  3  
Living in insanitary, overcrowded or unsatisfactory housing  2 A need to move to avoid hardship to themselves or others  4

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  1 No  2  
Common housing register (CHR) Yes  1 No  2  
Common Allocation Policy (CAP) Yes  1 No  2

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                        |

**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

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

18a. Rent and Charges  
i) Basic rent (for period shown in Q17) £

19. Key Dates (e.g. 12/05/16)

Void (or new build handover) date	Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Major repairs completion date (if major repairs carried out during void period)	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

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**

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

**Q22 – 28 ARE FOR GENERAL NEEDS LETTINGS ONLY**

**PROPERTY DETAILS**

22. Number of bedrooms (if shared accommodation, enter number of bedrooms occupied by this household; a bed-sit has 1 bedroom)

23. Type of unit (✓ one only)
- |  |   |
|--|---|
| Flat / maisonette <input type="checkbox"/> 1 | Shared flat / maisonette <input type="checkbox"/> 4 |
| Bed-sit <input type="checkbox"/> 2           | Shared house <input type="checkbox"/> 9             |
| House <input type="checkbox"/> 7             | Shared bungalow <input type="checkbox"/> 10         |
| Bungalow <input type="checkbox"/> 8          | Other <input type="checkbox"/> 6                    |

24. Type of building  
Purpose built  1  
Converted from previous residential or non-residential property  2

25. Is the property built or adapted to wheelchair user standards? Yes  1 No  2

26. If this is a relet, was the property most recently let on  
A social rent basis  1 An affordable rent basis  2 Don't know  3

27. Reason for vacancy (✓ one only)
- First let of newbuild, conversion, rehabilitation or acquired property (Do not select for properties changing from Social to Affordable Rent)
  - Relet – tenant evicted due to arrears
  - Relet – tenant evicted due to ASB or other reason
  - Relet – tenant died (no succession)
  - Relet – tenant moved to other social housing provider
  - Relet – internal transfer
  - Relet – tenant abandoned property
  - Relet – tenant moved to private sector or other accommodation
  - Relet – to tenant who occupied same property as temporary accommodation

28. Location of property ONS LA code   
Name of local authority  **E**   
(please refer to Appendix F of the CORE Manual for ONS codes)  
Full postcode of property

If previous postcode (Q12b) and new postcode (Q28) are the same, please tick   
**LOG SIGNATURES / INITIALS**  
For RP use only