

CORE Lettings Log 2017/18

Is this an **Affordable Rent, Social Rent or Rent To Buy Letting Log?**

AR Social
Rent To Buy

1. Key Dates (e.g. 12/05/17)

Tenancy start date Day Month Year
DO NOT LEAVE BLANK

LANDLORD / LETTINGS DETAILS

1a. Type of Letting one only Social AR Rent To Buy
 Private Registered Provider (HA) Landlord Letting in General Needs unit 1 5 9
 Supported unit 2 6 10
 OR
 Local Authority landlord: Letting in General Needs unit 3 7
 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/almsouses 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

- 1 Full time work (30 hrs or more per week)
- 2 Part-time work (less than 30 hrs per week)
- 3 Government training/ New deal
- 4 Job seeker
- 5 Retired
- 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

Ethnic Group

- A. White
 - 1 English, Scottish, Welsh, Northern Irish, British
 - 2 Irish
 - 18 Gypsy, Irish Traveller
 - 3 Other
- B. Mixed
 - 4 White & Black Caribbean
 - 5 White & Black African
- 6 White & Asian
- 7 Other
- C. Asian or Asian British
 - 8 Indian
 - 9 Pakistani
 - 10 Bangladeshi
 - 11 Other

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 tenant in receipt or likely to be in receipt of the following: one only
 Housing Benefit (Not in receipt of UC) 1
 Not in receipt of UC or HB 9 Don't know 3
 UC - with housing element (and not in receipt of Housing Benefit) 6
 UC - without housing element (not in receipt of HB and tenants not eligible for housing support, e.g. residential care home) 7
 UC - without housing element (and in receipt of HB) 8

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 1 Under occupation - offered incentive to downsize 29
 Left home country as refugee 2 Under occupation - no incentive 30
 Discharged from prison or from long-stay hospital or other institution 3 Property unsuitable because of ill health / disability 13
 Loss of tied accommodation 4 Property unsuitable because of poor condition 14
 Domestic abuse 7 Couldn't afford fees attached to renewing the tenancy 35
 (Non-violent) relationship breakdown with partner 8 Couldn't afford the increase in rent 36
 Asked to leave by family or friends 9 Couldn't afford rent or mortgage - welfare reforms 37
 Racial harassment 10 Couldn't afford rent or mortgage - employment 38
 Other problems with neighbours 11 Couldn't afford rent or mortgage - other 39
 Property unsuitable because of overcrowding 12 To move nearer to family / friends / school 16
 End of Assured shorthold tenancy or Fixed Term tenancy - on a 'no fault' basis 32 To move nearer to work 17
 End of Assured shorthold tenancy or Fixed Term tenancy - eviction; tenant at fault 33 To move to accommodation with support 18
 Repossession 34 To move to independent accommodation 19
 Other 20 Hate crime 31
 Don't know 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, 29, 30, 33, 34 or 37 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

- 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 Bulgaria
- 12 Romania
- 13 Croatia
- 14 Ireland
- 15 Other EU Economic Area (EEA*) country
- 16 Any other country
- 17 Refused
- *Other EEA countries are Austria, Belgium, Cyprus, Denmark, Finland, France, Germany, Greece, Iceland, Italy, Liechtenstein, Luxembourg, Malta, Netherlands, Norway, Portugal, Spain, Sweden and Switzerland

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

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)

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

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

LENGTH OF RESIDENCE IN THE LOCAL AUTHORITY AREA OF THE PROPERTY BEING LET

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

Just moved to Local Authority area 1 Less than 1 year 2

1 year but under 2 years 7 2 years but under 3 years 8

3 years but under 4 years 9 4 years but under 5 years 10

5 years or more 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

Don't know 5

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 of sections (a) (b) or (c), then complete (d)

18a. Rent and Charges

i) Basic rent (eligible for HB or UC) (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) £

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

18c. Please tick if there is **neither rent nor charge** to the occupant for the accommodation

Only answer 18d if the tenant is in or due to be in receipt of housing benefit **and/or housing element of UC** for this letting. If the housing benefit **and/or housing element** amount is unknown please estimate difference.

18d. After housing benefit **and/or housing element of UC** 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)? £

19. Key Dates (e.g. 12/05/17)

Void (or new build handover / renewal) 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.

20. How many times has this unit been previously offered since becoming available for **relet since the last tenancy ended or as a first let**? For an Affordable Rent or **Rent To Buy Letting, only include number of offers as that type.** (For a property let at the first attempt enter '0')

DO NOT LEAVE BLANK

21a. Property reference

21b. UPRN (Unique Property Reference Number)

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 A Rent To Buy basis 4

An affordable rent basis 2 Don't know 3

27. Reason for vacancy (✓ one only)

1 First let of newbuild, conversion, rehabilitation or acquired property (Do not select if changing **between Social Rent, Affordable Rent and Rent To Buy**)

10 Relet – tenant evicted due to arrears

11 Relet – tenant evicted due to ASB or other reason

5 Relet – tenant died (no succession)

12 Relet – tenant moved to other social housing provider

9 Relet – to tenant who occupied same property as temporary accommodation

6 Relet – tenant abandoned property

8 Relet – tenant moved to private sector or other accommodation

13 Relet – internal transfer (excluding renewals of a fixed-term tenancy)

14 Relet – renewal of fixed-term tenancy

28. Location of property

Name of local authority ONS LA code

(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