

CORE Lettings Log - With Additional Guidance 2018/19

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

AR Social
 Rent To Buy

AR – where up to 80% of market rent can be charged. A new supply agreement is signed with the HCA or GLA.
 Rent To Buy – where a discount of up to 20% market rent is charged for a single rental period between 6 months and 5 years. During and after that period, the tenant is offered first chance to purchase the property (either shared ownership or outright) at full market value.

1. Key Dates (e.g. 12/05/18)

Tenancy start date
DO NOT LEAVE BLANK

Day	Month	Year

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

1a. Type of Letting one only Social AR Rent To Buy

Private Registered Provider (HA) Landlord	Letting in	General Needs unit	<input type="checkbox"/>	1	5	9
		Supported unit	<input type="checkbox"/>	2	6	10
OR		General Needs unit	<input type="checkbox"/>	3	7	
Local Authority landlord:	Letting in	Supported unit	<input type="checkbox"/>	4	8	

Supported housing is broadly defined as property designed or designated for a particular client group (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). Rent To Buy tenancies can only have a PRP landlord.

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)
 Name _____

CORE code

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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 landlords 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

This applies to all Supported housing tenancies regardless of whether they are let at social rent, affordable rent or on a rent to buy basis. 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

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

Secure (inc flexible)	<input type="checkbox"/> 1	Licence agreement (supported housing/almshouses only)	<input type="checkbox"/> 5
Assured	<input type="checkbox"/> 2	Other	<input type="checkbox"/> 3
Assured shorthold	<input type="checkbox"/> 4	Tenant Code	_____

Tenancies may be provided on assured shorthold terms, but for a distinct trial tenancy period typically restricted to 12 months. Please enter either the main tenancy the tenant has been allocated or what the starter/introductory could roll into. We would expect LAs will 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.

2ba. If you responded 'Other' in question 2b, please state tenancy type. _____

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. Whilst new local authority fixed term tenancies will include introductory period, please exclude this period. Assured shorthold: GN min 2 years (below 2 years is 'temporary' and should not be recorded). Supported housing, including temporary, round tenancies of several months to 1 year. Secure flexible fixed terms (min 2 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 M/F/R	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

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 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. For 17/18 'Chinese' has move between aggregated categories but the code is the same.

Economic status

- | | |
|--|--|
| 1 Full time work (30 hrs or more per week) | 6 Not seeking work |
| 2 Part-time work (less than 30 hrs per week) | 7 Full-time student |
| 3 Government training/ New deal | 8 Unable to work because of long term sickness or disability |
| 4 Job seeker | 9 Child under 16 |
| 5 Retired | 10 Other adult |
| | 11 Refused |

Ethnic Group

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

D. Black, African, Caribbean or Black British

- | | |
|--------------|--|
| 12 Caribbean | E. Chinese and other ethnic group |
| 13 African | 15 Chinese |
| 14 Other | 16 Other |
| | 17 Refused |
| | 18 Refused |

Nationality

- | | |
|---|---|
| 1 UK national resident in UK | 9 Slovakia |
| 2 UK national returning from residence overseas | 10 Slovenia |
| 3 Czech Republic | 14 Bulgaria |
| 4 Estonia | 15 Romania |
| 5 Hungary | 16 Croatia |
| 6 Latvia | 17 Ireland |
| 7 Lithuania | 11 Other EU Economic Area (EEA) country |
| 8 Poland | 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:

(✓one only)

Housing Benefit (Not in receipt of UC) 1

Not in receipt of either 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, UC housing element & 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, **housing element of universal credit** 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 | 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 |
| Domestic abuse <input type="checkbox"/> 7 | Couldn't afford fees attached to renewing the tenancy <input type="checkbox"/> 35 |
| (Non-violent) relationship breakdown with partner <input type="checkbox"/> 8 | Couldn't afford the increase in rent <input type="checkbox"/> 36 |
| Asked to leave by family or friends <input type="checkbox"/> 9 | Couldn't afford rent or mortgage – welfare reforms <input type="checkbox"/> 37 |
| Racial harassment <input type="checkbox"/> 10 | Couldn't afford rent or mortgage – employment <input type="checkbox"/> 38 |
| Other problems with neighbours <input type="checkbox"/> 11 | Couldn't afford rent or mortgage – other <input type="checkbox"/> 39 |
| Property unsuitable because of overcrowding <input type="checkbox"/> 12 | To move nearer to family / friends / school <input type="checkbox"/> 16 |
| End of Assured shorthold 'no fault' tenancy <input type="checkbox"/> 40 | To move nearer to work <input type="checkbox"/> 17 |
| 'eviction/tenant at fault' <input type="checkbox"/> 41 | To move to accommodation with support <input type="checkbox"/> 18 |
| End of Fixed Term tenancy 'no fault' <input type="checkbox"/> 42 | To move to independent accommodation <input type="checkbox"/> 19 |
| 'eviction/tenant at fault' <input type="checkbox"/> 43 | Hate crime <input type="checkbox"/> 31 |
| Repossession <input type="checkbox"/> 34 Other <input type="checkbox"/> 20 | Don't know <input type="checkbox"/> 28 |

9aa. If you responded 'Other' in 9a, please state main reason

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, 41, 43, 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

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 effect a member of the household's housing requirements.

For the **current tenancy** this log is intended to be completed for, the Universal Credit options or Housing Benefit should only be selected if:

- the tenant is currently in receipt of either UC or HB and will continue to in the new tenancy; or

- will be in receipt of either as a result of the new tenancy.

Supported Housing tenants in receipt of support will receive both UC and HB as the UC system has not yet been set up to provide the housing element of UC to Supported Housing tenants.

If the let property is not in an area issuing Universal Credit the only response can be 'Housing Benefit' or 'Not in receipt of either'.

Responses to this question should be 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. Round to the nearest £. Non-UC households should continue to deduct Housing Benefit.

This question is intended to find out the **main** reason a household moved. 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 the tenants 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.

'Incentive' includes monetary incentives as well as non-monetary incentives offered by their housing provider or local authority if the tenant moved, such as receiving practical help with their move.

'Repossession' should only be selected if the repossession has already occurred. If a tenant moves from a property because they were unable to pay the mortgage but before repossession occurs, select the most applicable 'Couldn't afford rent or mortgage' option.

'Couldn't afford the fees' and 'Couldn't afford the increase in rent' should only be selected if the tenant could afford the rent itself but not the additional costs.

' – welfare reforms' and ' – employment' may be selected if the tenant feels a change in circumstance has impacted on the benefits they receive or their income and so are unable to pay rent or mortgage.

If 'Other' has been chosen in question 9a, state the actual reason the household left their last settled accommodation

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 that was listed in question 3.

LOCATION OF PREVIOUS ACCOMMODATION

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

DO NOT LEAVE BLANK

Name of local authority	ONS LA code
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(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

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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 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?

12d. How long has the household been in the waiting list of the local authority district where the new letting is located?

- | | | |
|------------------------------------|-----------------------------|-----------------------------|
| Just moved to Local Authority area | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 |
| Less than 1 year | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 |
| 1 year but under 2 years | <input type="checkbox"/> 7 | <input type="checkbox"/> 7 |
| 2 years but under 3 years | <input type="checkbox"/> 8 | <input type="checkbox"/> 8 |
| 3 years but under 4 years | <input type="checkbox"/> 9 | <input type="checkbox"/> 9 |
| 4 years but under 5 years | <input type="checkbox"/> 10 | <input type="checkbox"/> 10 |
| 5 years or more | <input type="checkbox"/> 5 | <input type="checkbox"/> 5 |
| Don't know | <input type="checkbox"/> 6 | <input type="checkbox"/> 6 |

The length of time the household has continuously lived in the same LA area as the property being let, immediately prior to this new letting. Their previous accommodation can include temporary accommodation such as B&B.

If the household's previous accommodation is not in the same LA area 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.

State how long the household has been in the waiting list of the local authority district where the new letting is located?

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

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.*

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 |
| | Don't know <input type="checkbox"/> 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

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

RENT AND OTHER CHARGES

17. Rent and other charges period (✓ one only)

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 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) £

Basic Rent (eligible for HB or UC): 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 neither rent nor charge to the occupant for the accommodation.

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

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)? £

This question is only interested in households receiving HB or the housing element of UC.
 If the household receives neither (as answered in Question 6) – do not complete this question.
 If Housing Benefit or housing element of UC is equal or greater than [18ai + 18aii] – select 'No'. If it is less than [18ai + 18aii] – select 'Yes' and enter the additional amount that must be paid.

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

Void (or new build handover / renewal) date
 Day Month Year
 Major repairs completion date (if major repairs carried out during void period)
 Day Month Year
 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 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. **DO NOT LEAVE BLANK**
 (For a property let at the first attempt enter '0')

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

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

Use your own property reference for the letting to assist with future cross-referencing. Do not enter the address. Providers should be able to find their UPRN from AddressBase data here:
<https://data.gov.uk/dataset/addressbase>

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)

Enter the number of bedrooms in the unit to which the letting refers. For bedsits, enter one bedroom. If the property is shared by different households, enter the number of bedrooms occupied by this household.

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 |

A shared unit is where a household has to share facilities with another household, for instance a bath/shower, WC or cooking facilities.

A bungalow is defined as a house with all of the habitable accommodation on one floor. This excludes chalet bungalows and bungalows with habitable loft conversions, which should be treated as houses.

Tick 'Other' for any other kind of property.

24. Type of building (one only)

- | | |
|---|----------------------------|
| Purpose built | <input type="checkbox"/> 1 |
| Converted from previous residential or non-residential property | <input type="checkbox"/> 2 |

25. Is 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 | <input type="checkbox"/> 1 | A Rent to Buy basis | <input type="checkbox"/> 4 |
| An affordable rent basis | <input type="checkbox"/> 2 | Don't know | <input type="checkbox"/> 3 |

If the log is being completed for a newly acquired or new build property please leave blank.

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 or 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

First let should only be selected if the unit is being let for the first time following construction, property conversion, rehabilitation or acquisition and not if it is being converted between Social Rent, Affordable Rent or Rent To Buy.

From 2017/18, '2. Relet – internal transfer' has been replaced with categories 13 and 14.

Note: It has been noted that a household can be evicted for two simultaneous reasons: both having arrears and ASBs against them. Under these circumstances 'Relet – tenant evicted due to arrears' should be selected.

28. Location of property

If previous postcode (Q12b) and new postcode (Q28) are the same, please tick ONS LA code

Name of local authority _____ **E** | | | | | | | | | | | | | | | | | | | | | |

(please refer to Appendix F of the CORE Manual for ONS codes)

Full postcode of property

When inputting on website please include the space when typing postcode.

LOG SIGNATURES / INITIALS

For RP use only