

STRICTLY CONFIDENTIAL (WHEN COMPLETED)

### CORE Lettings Log 2019/20

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

AR  Social   
Rent To Buy

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

4aii. If they've ever served as a regular, did they leave...?

Up to and including 5 years ago  4 More than 5 years ago  5  
Are still serving  6 Refused  3

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

Tenancy start date **DO NOT LEAVE BLANK**

Day	Month	Year
...	...	...

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

**LANDLORD/ LETTINGS DETAILS**

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

General Needs unit	<input type="checkbox"/> 1	5	9
Supported unit	<input type="checkbox"/> 2	6	10
General Needs unit	<input type="checkbox"/> 3	7	11
Supported unit	<input type="checkbox"/> 4	8	12

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

**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 

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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

**FOR SUPPORTED HOUSING ONLY**

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

Management group code	Scheme code
<input type="text"/>	<input type="text"/>

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)	<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	<input type="text"/>

8a. Tenant's or tenant and partner's **net 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 £ 

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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

8b. Is the income...? Weekly  1 Monthly  2 Annual  3

**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	Gender	Relationship to person 1	Economic status	Ethnicity	Nationality
		M/F/X/R				
Person 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<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

**Gender**  
M = Male  
F = Female  
X = Other  
R = Refused

**Economic status**

- Full time work (30 hrs or more per week)
- Part-time work (less than 30 hrs per week)
- Government training/ New deal
- Job seeker
- Retired
- Not seeking work
- Full-time student
- Unable to work because of long term sickness or disability
- Child under 16
- Other adult
- 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  
15 Chinese  
11 Other
- D. Black, African, Caribbean or Black British**  
12 Caribbean  
13 African  
14 Other
- E. Other ethnic group**  
19 Arab  
16 Other  
17 Refused

**Nationality**

- |   |             |  |
|---|-------------|--|
| 1 UK national resident in UK                    | 6 Latvia    | 15 Romania                               |
| 2 UK national returning from residence overseas | 7 Lithuania | 16 Croatia                               |
| 3 Czech Republic                                | 8 Poland    | 17 Ireland                               |
| 4 Estonia                                       | 9 Slovakia  | 11 Other EU Economic Area (EEA*) country |
| 5 Hungary                                       | 10 Slovenia | 12 Any other country                     |
|   | 14 Bulgaria | 13 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

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

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

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?

	12c	12d
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

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 <input type="checkbox"/> 4 | No <input type="checkbox"/> 2         |
| Yes: Benefit cap <input type="checkbox"/> 5                       | Don't know <input type="checkbox"/> 3 |
| Yes: Both <input type="checkbox"/> 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)

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

- 1  Not homeless
- 8  Assessed as threatened with homelessness within 56 days by a LA and owed prevention duty
- 9  Assessed as homeless by a LA and owed a relief duty
- 10  Assessed as unintentionally homeless and having priority need by a LA and owed a homeless main 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 56 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 <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 |

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

- |   |  |
|---|--|
| Local Authority general needs tenancy <input type="checkbox"/> 1                  | Refugee <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                              |

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**

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

**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 the CORE manual for ONS codes)

**18. Complete only one of sections (a) (b) or (c), then complete (d)**

**18a. Rent and Charges**

i) Basic rent (eligibly 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)

	Day	Month	Year
Void (or new build handover / renewal) date	<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 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' )

**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  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

**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

**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

**LOG SIGNATURES/ INITIALS**

For PRP use only