

**CORE Lettings Log - With Additional Guidance 2021/22**

<p>Is this an Affordable Rent, Social Rent or <b>Intermediate Rent</b> Letting Log?</p> <p>Affordable Rent <input type="checkbox"/> Social Rent <input type="checkbox"/> <b>Intermediate Rent</b> <input type="checkbox"/></p>	<p><b>Affordable Rent</b> – where up to 80% of market rent can be charged. A new supply agreement is signed with the Homes England or the GLA.</p> <p><b>Intermediate Rent</b> - sub-market rent where the rent must not exceed 80% of the current market rate (inclusive of service charge). This can include schemes with specific eligibility criteria, the reduced rent is an opportunity for the tenant to save towards a house purchasing deposit. As part of the intermediate rent arrangement there may also be a future opportunity to purchase the property (or a share of the property) currently being rented.</p>																														
<p><b>FOR AFFORDABLE RENT LETTINGS ONLY</b></p> <p>Oa. Is this letting a London Affordable Rent letting?</p> <p>Yes <input type="checkbox"/> 1 No <input type="checkbox"/> 2 Don't know <input type="checkbox"/> 3</p>	<p><b>London Affordable Rent</b> – a tenure of affordable housing available in London by the GLA. It is an affordable rent, which must be set in accordance with the Regulator of Social Housing's Affordable Rent guidance. The landlord of these homes must be registered with the Regulator of Social Housing.</p>																														
<p><b>FOR INTERMEDIATE RENT LETTINGS ONLY</b></p> <p>Obi. Is this letting...?</p> <p style="text-align: right;">Rent to Buy <input type="checkbox"/> 1 London Living Rent <input type="checkbox"/> 2 Other intermediate rent product <input type="checkbox"/> 3</p> <p>Obii. If you responded 'Other' in Obi., please state product _____</p>	<p><b>Rent to Buy</b> – 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.</p> <p><b>London Living Rent</b> – a tenure of affordable housing available in London by the GLA. It was introduced in Affordable Homes Programme 2016-21.</p>																														
<p><b>1. Key Dates</b> (e.g. 12/05/19)</p> <p>Tenancy start date <b>DO NOT LEAVE BLANK</b></p> <table style="margin-left: 100px; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 0 10px;"><b>Day</b></td> <td style="text-align: center; padding: 0 10px;"><b>Month</b></td> <td style="text-align: center; padding: 0 10px;"><b>Year</b></td> </tr> <tr> <td style="border: 1px solid black; width: 30px; height: 20px; text-align: center;"> </td> <td style="border: 1px solid black; width: 30px; height: 20px; text-align: center;"> </td> <td style="border: 1px solid black; width: 30px; height: 20px; text-align: center;"> </td> </tr> </table>	<b>Day</b>	<b>Month</b>	<b>Year</b>				<p>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 the same date at which the renewed tenancy commences.</p>																								
<b>Day</b>	<b>Month</b>	<b>Year</b>																													
<p><b>LANDLORD / LETTINGS DETAILS</b></p> <p>1a. Type of Letting <span style="float: right;">✓ one only    <b>Social</b>    <b>AR</b>    <b>IR</b></span></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Private Registered Provider Letting in (HA) Landlord</td> <td style="width: 5%; text-align: center;">{</td> <td style="width: 15%;">General Needs unit <input type="checkbox"/></td> <td style="width: 5%; text-align: center;">1</td> <td style="width: 5%; text-align: center;">5</td> <td style="width: 5%; text-align: center;">9</td> </tr> <tr> <td></td> <td style="text-align: center;">}</td> <td>Supported unit <input type="checkbox"/></td> <td style="text-align: center;">2</td> <td style="text-align: center;">6</td> <td style="text-align: center;">10</td> </tr> <tr> <td><b>OR</b></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Local Authority landlord: Letting in</td> <td style="text-align: center;">{</td> <td>General Needs unit <input type="checkbox"/></td> <td style="text-align: center;">3</td> <td style="text-align: center;">7</td> <td style="text-align: center;">11</td> </tr> <tr> <td></td> <td style="text-align: center;">}</td> <td>Supported unit <input type="checkbox"/></td> <td style="text-align: center;">4</td> <td style="text-align: center;">8</td> <td style="text-align: center;">12</td> </tr> </table>	Private Registered Provider Letting in (HA) Landlord	{	General Needs unit <input type="checkbox"/>	1	5	9		}	Supported unit <input type="checkbox"/>	2	6	10	<b>OR</b>						Local Authority landlord: Letting in	{	General Needs unit <input type="checkbox"/>	3	7	11		}	Supported unit <input type="checkbox"/>	4	8	12	<p>Supported housing is broadly defined as property designed or designated for a particular client group. The definition applies against the property, not the situation of the person allocated it (e.g. an older person can still be allocated a General Needs property).</p>
Private Registered Provider Letting in (HA) Landlord	{	General Needs unit <input type="checkbox"/>	1	5	9																										
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<p><b>FOR GENERAL NEEDS HOUSING ONLY</b></p> <p>1b. Who is the landlord on the tenancy agreement?</p> <p>This landlord <input type="checkbox"/> 1 Another RP (HA/LA) <input type="checkbox"/> 2</p> <p>If another RP (HA/LA) Name _____</p> <table style="margin-left: 100px; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> </table>							<p>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.</p>																								
<p><b>FOR SUPPORTED HOUSING ONLY</b></p> <p>1c. Please enter the management group and scheme code for the property</p> <table style="margin-left: 50px; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 0 10px;"><b>Management group code</b></td> <td style="text-align: center; padding: 0 10px;"><b>Scheme code</b></td> </tr> <tr> <td style="border: 1px solid black; width: 40px; height: 20px;"></td> <td style="border: 1px solid black; width: 40px; height: 20px;"></td> </tr> </table>	<b>Management group code</b>	<b>Scheme code</b>			<p>If you do not know your codes please contact your in-house CORE Coordinator who is responsible for setting up management groups and schemes. Set up instructions are in the Online Guide for Coordinators available from the 'Guides and Manuals' page on the CORE website.</p>																										
<b>Management group code</b>	<b>Scheme code</b>																														
<p>(NB: Q1d has been removed from 2020/21 onwards)</p> <p>1e. Is this letting sheltered accommodation?</p> <p>Yes – sheltered housing <input type="checkbox"/> 1 Yes – extra care housing <input type="checkbox"/> 2</p> <p>No <input type="checkbox"/> 3 Don't know <input type="checkbox"/> 4</p>	<p>Sheltered housing - designated for occupation by older people (often 55+) with low-level care and support needs. It does not generally provide care services but provides some support to enable residents to live independently. This can include 24-hour on-site assistance and a warden or house manager.</p> <p>Extra care housing - as above but with a medium to high level of care available if required through an on-site agency registered with the Care Quality Commission. Residents are able to live independently with 24-hour access to support services and staff and meals also available.</p>																														
<p><b>TENANCY DETAILS</b></p> <p>2a. Is this a starter / introductory tenancy? Yes <input type="checkbox"/> 1 No <input type="checkbox"/> 2</p>	<p>Tenancies may be provided on assured shorthold terms, but for a distinct trial tenancy period typically restricted to 12 months.</p>																														
<p>2b. Type of main tenancy (after any starter/introductory period) ✓</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Secure (inc flexible) <input type="checkbox"/></td> <td style="width: 5%; text-align: center;">1</td> <td style="width: 55%;">Licence agreement (supported housing/almshouses only) <input type="checkbox"/></td> <td style="width: 20%; text-align: center;">5</td> </tr> <tr> <td>Assured <input type="checkbox"/></td> <td style="text-align: center;">2</td> <td>Other <input type="checkbox"/></td> <td style="text-align: center;">3</td> </tr> <tr> <td>Assured shorthold <input type="checkbox"/></td> <td style="text-align: center;">4</td> <td>Tenant Code _____</td> <td></td> </tr> </table> <p>2ba. If you responded 'Other', please state tenancy type. _____</p>	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 _____		<p>Please enter either the main tenancy the tenant has been allocated or what the starter/introductory could roll into. We 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.</p>																		
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 _____																													
<p>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</p> <p style="margin-left: 100px;">_____ Years</p>	<p>Exclude starter/introductory period. Round to nearest whole year. Assured shorthold: General Needs tenancies should only be recorded in CORE if length of 2+ years. All Supported housing tenancies should be recorded, including temporary. Round tenancies of several months to 1 year. Secure flexible fixed terms tenancies should be 2+ years.</p>																														

**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 M/F/O/R	Relationship to person 1	Economic status	Ethnicity	Nationality
Person 1			n/a			
Person 2						
Person 3						
Person 4						
Person 5						
Person 6						
Person 7						
Person 8						

**PLEASE ENTER RELEVANT CODE USING 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    **O** = Other    **R** = Refused

Economic status	Ethnic Group
1 Full-time work (30 hrs or more per week)	6 White & Asian
2 Part-time work (less than 30 hrs per week)	7 Other
3 Government training/New deal	<b>C. Asian or Asian British</b>
4 Job seeker	8 Indian
5 Retired	9 Pakistani
6 Not seeking work	10 Bangladeshi
7 Full-time student	11 Other
	12 Chinese
8 Unable to work because of long term sickness or disability	<b>B. Mixed</b>
9 Child under 16	4 White & Black Caribbean
0 Other adult	5 White & Black African
10 Refused	

**Age** – Enter a numeric value using whole numbers (for children aged 0-1 enter '1') except where refused, then enter an 'R'.

**Gender** – Enter 'M' for male; 'F' for female; 'O' for other 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** – Enter for each household member using codes 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 codes on the reverse side, stressing anonymity of the log.

D. Black, African, Caribbean or Black British	Nationality
12 Caribbean	1 UK national resident in UK
13 African	2 UK national returning from residence overseas
14 Other	3 Czech Republic
<b>E. Other ethnic group</b>	4 Estonia
19 Arab	5 Hungary
16 Other	6 Latvia
<b>Refused</b>	7 Lithuania
17 Refused	8 Poland
	9 Slovakia
	10 Slovenia
	14 Bulgaria
	15 Romania
	16 Croatia
	17 Ireland
	11 Other EU Economic area (EEA) country
	12 Any other country
	13 Refused

**4ai. Is anyone in the household...?**

A current or former regular in the UK Armed Forces (exc. National Service)  1

A current or former reserve in the UK Armed Forces (exc. National Service)  4

A spouse/civil partner of a UK Armed Forces member who has separated or been bereaved within the last 2 years  5

No  2      Refused  3

**4a.ii. 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

**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 person?**

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

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

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

Please ✓ if Q8 refused  Round to nearest £

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

Regular - an individual fulfilling a role in the Royal Navy, the Royal Marines, the regular army and the Royal Air Force.

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.

4ai. Only one box should be ticked. If both 'Yes – regular' and 'Yes – reserve' is applicable for the household (e.g. multiple people) please tick 'Yes – regular'.

4a.ii. Please only answer Q4a.ii 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, 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.

8a. Income figures should be 'net' not 'gross' and rounded to the nearest pound (£). Non-UC households should continue to deduct Housing Benefit.

8b. Use the available options to indicate if the income provided in 8a was their weekly, monthly or annual income.

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 | Property unsuitable because of poor condition <input type="checkbox"/> 14                |
| Left home country as refugee <input type="checkbox"/> 2                                      | End of Assured shorthold tenancy 'no fault' <input type="checkbox"/> 40                  |
| Discharged from prison <input type="checkbox"/> 44   | End of Assured shorthold tenancy 'eviction/ tenant at fault' <input type="checkbox"/> 41 |
| Discharged from long stay hospital or similar institution <input type="checkbox"/> 45        | End of Fixed Term tenancy 'no fault' <input type="checkbox"/> 42                         |
| Loss of tied accommodation <input type="checkbox"/> 4  | End of Fixed Term tenancy 'eviction /tenant at fault' <input type="checkbox"/> 43        |
| Domestic abuse <input type="checkbox"/> 7  | Under occupation – offered incentive to downsize <input type="checkbox"/> 29             |
| (Non-violent) relationship breakdown with partner <input type="checkbox"/> 8                 | Under occupation – no incentive <input type="checkbox"/> 30                              |
| Asked to leave by family or friends <input type="checkbox"/> 9                               | Repossession <input type="checkbox"/> 34   |
| Death of household member in last settled accommodation <input type="checkbox"/> 46          | Couldn't afford fees attached to renewing the tenancy <input type="checkbox"/> 35        |
| Racial harassment <input type="checkbox"/> 10  | Couldn't afford the increase in rent <input type="checkbox"/> 36                         |
| Hate crime <input type="checkbox"/> 31   | 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                |
| To move nearer to family / friends / school <input type="checkbox"/> 16                      | Couldn't afford rent or mortgage – other <input type="checkbox"/> 39                     |
| To move nearer to work <input type="checkbox"/> 17   | Other <input type="checkbox"/> 20  |
| To move to accommodation with support <input type="checkbox"/> 18                            | Don't know <input type="checkbox"/> 28   |
| To move to independent accommodation <input type="checkbox"/> 19                             |  |
| Property unsuitable because of overcrowding <input type="checkbox"/> 12                      |  |
| Property unsuitable because of ill health / disability <input type="checkbox"/> 13           |  |

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.

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

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

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                              |                                       |

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 <input type="checkbox"/>  |  |
| (b) Wheelchair access to essential rooms <input type="checkbox"/> |  |
| (c) Level access housing <input type="checkbox"/>                 |  |
| (f) Other disability requirements <input type="checkbox"/>        |  |
| (g) No disability requirements <input type="checkbox"/>           |  |
| (h) Don't know <input type="checkbox"/>                           |  |

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.

Note that option (f) may be selected in conjunction with one of (a), (b) or (c)

10ia. Does anyone in the household have any physical or mental health conditions or illness lasting or expected to last for 12 months or more?

- |                                |                               |                                       |
|--------------------------------|-------------------------------|---------------------------------------|
| Yes <input type="checkbox"/> 1 | No <input type="checkbox"/> 2 | Don't know <input type="checkbox"/> 3 |
|--------------------------------|-------------------------------|---------------------------------------|

This should be completed from the tenant's perspective.

10ib. Do any of these conditions or illnesses affect anyone in the household in any of the following areas? (select all that apply)

- |  |   |
|--|---|
| Vision (e.g. blindness or partial sight) <input type="checkbox"/> 1                        | Mental health <input type="checkbox"/> 7  |
| Hearing (e.g. deafness or partial hearing) <input type="checkbox"/> 2                      | Stamina or breathing or fatigue <input type="checkbox"/> 8  |
| Mobility (e.g. walking short distances or climbing stairs) <input type="checkbox"/> 3      | Socially or behaviourally (e.g. associated with autism spectral disorder (ASD) which includes 'Aspergers', or attention deficit hyperactivity disorder (ADHD)) <input type="checkbox"/> 9 |
| Dexterity (e.g. lifting and carrying objects, using a keyboard) <input type="checkbox"/> 4 |   |
| Learning or understanding or concentrating <input type="checkbox"/> 5                      |   |
| Memory <input type="checkbox"/> 6  | Other <input type="checkbox"/> 10   |

Please tick all that apply for any and all household members.

Please try to use pre-defined categories rather than ticking 'Other' for a specific medical condition, e.g. "Obstructive pulmonary disease" would code to the category "Stamina or breathing or fatigue".



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

This question has been updated to reflect the change in definition of homelessness in the Homelessness Reduction act 2017 from 'homeless or threatened within homelessness within 28 days' to 56 days.

**Note:** more than one option may be selected for 14b as a household may be granted Reasonable Preference on multiple grounds.

Further information on Reasonable Preference and homelessness is available from page 51 of the CORE Manual.

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. These may be different for each allocation system.

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

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

Renewals of a fixed-term tenancy to the same tenant at the same property should be recorded as '1. Internal transfer'.

**Note:** your response will be queried if the response given to Q16 is not compatible with the previous response for Q9a, (e.g. if you select 'Internal Transfer' for Q16 but have not selected a compatible option for Q9a such as 'Permanently decanted from another property owned by this landlord').

**RENT AND OTHER CHARGES**

17. Rent and other charges period (one only)

Fortnightly  2 Calendar monthly  4 Four-weekly  3  
 1  
 Weekly for \_\_\_\_\_ weeks (Please enter number of weeks)

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. Please ensure that this same rental period is used for each element of Q18.

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)

**Please only enter details for one of the questions 18 a), b) or c)**

**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.

**Only answer 18d if the tenant is in, or due to be in receipt of, Housing Benefit and/or the housing element of Universal Credit for this letting. If the Housing Benefit and/or housing element amount is unknown, please estimate the 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. 12/05/19)

Day Month Year

Void (or new build handover / renewal) date

Grid for Day, Month, Year

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

Grid for 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 Intermediate Rent Letting, only include number of offers as that type.

(For a property let at the first attempt enter '0')

Input box for number of offers

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

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

21a. Property reference

Grid for property reference

Use your own property reference for the letting to assist with future cross-referencing. Do not enter the address.

Q22 – 24 ARE FOR GENERAL NEEDS LETTINGS ONLY

PROPERTY DETAILS

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

Input box for number of bedrooms

Enter the number of bedrooms in the unit to which the letting refers. This should be a whole number between 1 and 7. 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, Bed-sit, House, Bungalow, Shared flat / maisonette, Shared house, Shared bungalow, Other

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, Converted from previous residential or non-residential property

Q25 IS FOR BOTH GENERAL NEEDS AND SUPPORTED HOUSING LETTINGS

25. Is property built or adapted to wheelchair user standards?

- Yes, No

Q26 IS FOR GENERAL NEEDS LETTINGS ONLY

26. If this is a relet, was the property most recently let on

- A Social Rent basis, An Affordable Rent basis, An Intermediate Rent basis, Don't know

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

Q27 IS FOR BOTH GENERAL NEEDS AND SUPPORTED HOUSING LETTINGS

27. Reason for vacancy (one only)

- 15 First let of a new build property, 16 First let of a conversion, rehabilitation or acquired property, 17 First let of a leased property, 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, 18 Relet - tenant moved to a care home, 19 Relet - tenant involved in a succession downsize

The various first let options should only be selected if the unit is being let for the first time for one of the specified reasons, not if it is being converted between Social Rent, Affordable Rent or Rent To Buy.

Note: If a household has been evicted for both having arrears and ASBs against them select 'Relet - tenant evicted due to arrears.'

Q28 IS FOR GENERAL NEEDS LETTINGS ONLY

28. Location of property

Name of local authority

ONS LA code

(please refer to the CORE Manual for ONS codes)

Grid for ONS LA code

Full postcode of property

Grid for full postcode

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

LOG SIGNATURES / INITIALS