

### CORE Lettings Log 2021/22

STRICTLY CONFIDENTIAL (WHEN COMPLETED)

**LETTING TYPE**

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

Affordable Rent  Social Rent  Intermediate Rent

**FOR AFFORDABLE RENT LETTINGS ONLY**

Oa. Is this letting a London Affordable Rent letting?

Yes  1 No  2 Don't know  3

**FOR INTERMEDIATE RENT LETTINGS ONLY**

Obi. Is this letting...? London Living Rent  2  
 Rent to Buy  1 Other intermediate rent product  3

Obii. If you responded 'Other' in Obi., please state product

**1. Key Dates** (e.g. 12/05/21)

Tenancy start date

DO NOT LEAVE BLANK

Day	Month	Year

✓ one only Social AR IR

1a. Type of Letting

Private Registered Provider (HA) Landlord	Letting in	<table border="0"> <tr> <td>General Needs unit</td> <td><input type="checkbox"/></td> <td>1</td> <td>5</td> <td>9</td> </tr> <tr> <td>Supported unit</td> <td><input type="checkbox"/></td> <td>2</td> <td>6</td> <td>10</td> </tr> </table>	General Needs unit	<input type="checkbox"/>	1	5	9	Supported unit	<input type="checkbox"/>	2	6	10
General Needs unit	<input type="checkbox"/>	1	5	9								
Supported unit	<input type="checkbox"/>	2	6	10								
Local Authority landlord:	Letting in	<table border="0"> <tr> <td>General Needs unit</td> <td><input type="checkbox"/></td> <td>3</td> <td>7</td> <td>11</td> </tr> <tr> <td>Supported unit</td> <td><input type="checkbox"/></td> <td>4</td> <td>8</td> <td>12</td> </tr> </table>	General Needs unit	<input type="checkbox"/>	3	7	11	Supported unit	<input type="checkbox"/>	4	8	12
General Needs unit	<input type="checkbox"/>	3	7	11								
Supported unit	<input type="checkbox"/>	4	8	12								

**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 

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**FOR SUPPORTED HOUSING ONLY**

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

Management group code

--	--	--	--

Scheme code

--	--	--	--

(NB: Q1d has been removed from 2020/21)

1e. Is this letting sheltered accommodation?

Yes – sheltered housing  1

Yes – extra care housing  2 No  3 Don't know  4

**TENANCY DETAILS**

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

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

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"/>	

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

3. HOUSEHOLD CHARACTERISTICS. Enter all demographic details required. If joint tenancy, enter most economically active tenant first.

	Age	Gender M/F/X/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"/>

**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 per week)
- Part-time work (<30 hrs per week)
- Government training
- 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
- Refused  
 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

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

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           |  |

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 a)

- Yes: Removal of the spare room subsidy  4  
 Yes: Benefit cap  5 No  2  
 Yes: Both  6 Don't know  3

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)

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  1 No  2 Don't know  3

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  |

11. The housing situation for this household immediately before this letting

- |  |  |
|--|--|
| Fixed term Local Authority General Needs tenancy <input type="checkbox"/> 30             | ( <input checked="" type="checkbox"/> one only)                |
| Lifetime Local Authority General Needs tenancy <input type="checkbox"/> 31               | Living with friends or family <input type="checkbox"/> 28      |
| Fixed Term Private Registered Provider General Needs tenancy <input type="checkbox"/> 32 | Refuge <input type="checkbox"/> 21                             |
| Lifetime Private Registered Provider General Needs tenancy <input type="checkbox"/> 33   | 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  |
| Sheltered accommodation <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      |
|  | 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 the CORE manual for ONS codes)

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

If full postcode unknown 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  |

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

- 1  Not homeless (  one only)  
 11  Assessed as threatened with homelessness within 56 days by a LA and owed a 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 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  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? (✓ 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
- PRP supported lettings only** – referred by local authority housing department  4 Youth offending team  13
- Relocated through recognised national, regional or sub-regional housing mobility scheme  8 Community mental health team  14
- Health service  15
- Voluntary agency  7
- Other  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

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 (18aiv)?

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. 12/05/21)

Void (or new build handover / renewal ) date

Day	Month	Year
<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"/>
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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 Intermediate Rent 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

**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 bed-sit has 1 bedroom)

23. Type of unit (✓ one only)

- Flat / maisonette  1 Shared flat / maisonette  4
- Bed-sit  2 Shared house  9
- House  7 Shared bungalow  10
- Bungalow  8 Other  6

24. Type of building (✓ one only)

Purpose built  1

Converted from previous residential or non-residential property  2

**Q25 IS FOR BOTH GENERAL NEEDS AND SUPPORTED HOUSING LETTINGS**

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

Yes  1 No  2

**Q26 IS FOR GENERAL NEEDS LETTINGS ONLY**

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

- A Social Rent basis  1 An Intermediate Rent basis  4
- An Affordable Rent basis  2 Don't know  3

**Q27 IS FOR BOTH GENERAL NEEDS AND SUPPORTED HOUSING LETTINGS**

27. Reason for vacancy

(✓ one only)

- 15  First let of a newbuild 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

**Q28 IS FOR GENERAL NEEDS LETTINGS ONLY**

28. Location of property (ONS E-Code)

E

Name of local authority \_\_\_\_\_

(Please refer to the Appendices of the CORE Manual for ONS codes)

Full postcode of property

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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**LOG SIGNATURES / INITIALS**