

STRICTLY CONFIDENTIAL (WHEN COMPLETED)

CORE Lettings Log 2020/21

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

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

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

Tenancy start date **DO NOT LEAVE BLANK**

Day	Month	Year
.....

5. Does the household contain a pregnant person?

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
OR			
General Needs unit	<input type="checkbox"/> 3	7	11
Supported unit	<input type="checkbox"/> 4	8	12

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

--	--	--	--	--	--	--	--

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						
<table border="1"><tr><td> </td><td> </td><td> </td></tr></table>				<table border="1"><tr><td> </td><td> </td><td> </td></tr></table>			

(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

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.

Round to nearest £

--	--	--	--

Please ✓ if Q8 refused

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

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

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	Gender M/F/X/R	Relationship to person 1	Economic status	Ethnicity	Nationality
Person 1	<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

Person 2	<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"/>
Person 4	<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"/>
Person 6	<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"/>
Person 8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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
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

- 9a. In the tenant's view what was the main reason the household left their last settled home?
- Permanently decanted from another property owned by this landlord 1
 - Left home country as refugee 2
 - Discharged from prison or from long stay hospital or other institution 3
 - Loss of tied accommodation 4
 - Domestic abuse (Non-violent) relationship breakdown with partner 7
 - Asked to leave by family or friends 9
 - Racial harassment 10
 - Other problems with neighbours 11
 - Property unsuitable because of overcrowding 12
 - End of Assured shorthold tenancy 'no fault' 40
 - End of Assured shorthold tenancy 'eviction/tenant at fault' 41
 - End of Fixed Term tenancy 'no fault' 42
 - End of Fixed Term tenancy 'eviction/tenant at fault' 43
 - Hate crime 31
 - Repossession 34
 - Under occupation – offered incentive to downsize 29
 - Under occupation – no Incentive 30
 - Property unsuitable because of ill health / disability 13
 - Property unsuitable because of poor condition 14
 - Couldn't afford fees attached to renewing the tenancy 35
 - Couldn't afford the increase in rent 36
 - Couldn't afford rent or mortgage – welfare reforms 37
 - Couldn't afford rent or mortgage – employment 38
 - Couldn't afford rent or mortgage – other 39
 - To move nearer to family / friends / school 16
 - To move nearer to work 17
 - To move to accommodation with support 18
 - To move to independent accommodation 19
 - Other 20
 - Don't know 28

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 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 a)

Yes: Removal of the spare room subsidy 4

Yes: Benefit cap 5

Yes: Both 6

No 2

Don't know 3

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

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)

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?

A need to move on medical and welfare grounds (including a disability) 3

A need to move to avoid hardship to themselves or others 4

Living in insanitary, overcrowded or unsatisfactory housing 2

Don't know 5

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

Fixed term Local Authority General Needs tenancy 30

Lifetime Local Authority General Needs tenancy 31

Fixed Term Private Registered Provider General Needs tenancy 32

Lifetime Private Registered Provider General Needs tenancy 33

Owner occupation (private) 26

Owner occupation (low cost home ownership) 27

Private sector tenancy 3

Tied housing or rented with job 4

Supported housing 6

Sheltered accommodation 8

Residential care home 9

Living with friends or family 28

Refuge 21

Hospital 10

Prison / Approved Probation Hostel 29

Direct access hostel 7

Bed & Breakfast 14

Mobile home / caravan 23

Any other temporary accommodation 18

Home Office Asylum Support 24

Children's home / foster care 13

Rough sleeping 19

Other 25

15. Was the letting made under any of the following allocations systems? (✓ one box on each row (select Yes or No for each allocation system))

Choice-based lettings (CBL) Yes 1 No 2

Common housing register (CHR) Yes 1 No 2

Common Allocation Policy (CAP) Yes 1 No 2

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

Internal transfer 1

Tenant applied direct (no referral or nomination) 2

PRP lettings only – nominated by a local housing authority 3

PRP supported lettings only – referred by local authority housing department 4

Relocated through recognised national, regional or sub-regional housing mobility scheme 8

Other social landlord 10

Social services 9

Police, probation, prison 12

Youth offending team 13

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 (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

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

If the unit is in a supported scheme for stays of one month or less, ignore dates above and tick here to confirm.

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

DO NOT LEAVE BLANK

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

21a. Property reference

21b. UPRN (Unique Property Reference Number)

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 A Rent to Buy 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

Q28 IS FOR GENERAL NEEDS LETTINGS ONLY

ONS LA code

28. Location of property

Name of local authority _____

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

Full postcode of property

LOG SIGNATURES/ INITIALS