

CORE Lettings Log 2018/19

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

AR Social
Rent To Buy

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

Tenancy start date

DO NOT LEAVE BLANK

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

LANDLORD / LETTINGS DETAILS

1a. Type of Letting one only

Private Registered Provider (HA) Landlord Letting in General Needs unit 1 5 9
 Supported unit 2 6 10

OR
 Local Authority landlord: Letting in General Needs unit 3 7
 Supported unit 4 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)

Name

CORE code

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) 1 Licence agreement (supported housing/alms houses only) 5
 Assured 2 Other 3
 Assured shorthold 4 Tenant Code

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	Sex	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"/>

PLEASE ENTER RELEVANT CODE. PLEASE REFER TO CODE LISTS BELOW

Sex
 M = Male
 F = Female
 R = Refused

Relationship to person 1
 P = Partner
 C = Child (eligible for child benefit, under 16 or under 20 if still in full-time education)
 X = Other
 R = Refused

Age: Enter the age of each household member in years. Use whole numbers for the ages of children. For those aged 0-1 enter "1" in the box. If age has been refused, please enter 'R'.

Economic status	Ethnic Group	Nationality
1 Full time work (30 hrs or more per week)	A. White 1 English, Scottish, Welsh, Northern Irish, British	1 UK national resident in UK
2 Part-time work (less than 30 hrs per week)	2 Irish 3 Other	2 UK national returning from residence overseas
3 Government training/ New deal	18 Gypsy, Irish Traveller	3 Czech Republic
4 Job seeker	3 Other	4 Estonia
5 Retired	B. Mixed 4 White & Black Caribbean 5 White & Black African	5 Hungary
6 Not seeking work	6 White & Asian	6 Latvia
7 Full-time student	7 Other	7 Lithuania
8 Unable to work because of long term sickness or disability	C. Asian or Asian British 8 Indian 9 Pakistani 10 Bangladeshi 11 Other	8 Poland
9 Child under 16		9 Slovakia
10 Other adult		10 Slovenia
10 Refused		10 Slovenia
		11 Bulgaria
		12 Caribbean 13 African 14 Other E. Chinese or other ethnic group 15 Chinese 19 Arab 16 Other Refused 17 Refused
		15 Romania
		16 Croatia
		17 Ireland
		18 Other EU Economic Area (EEA*) country
		12 Any other country 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) Has anyone in the household ever served in the UK Armed Forces as a regular or a reserve? (Excluding National Service)
 Yes - regular 1 Yes - reserve 4 No 2 Refused 3

ii) If they've ever served as a regular, have they left within the last five years?
 Yes 1 No 2 Refused 3

4b. Has anyone in the household been seriously injured or ill as a direct result of their time and activities serving as a regular or a reserve?
 Yes 1 No 2 Refused 3

5. Does the household contain a pregnant woman?
 Yes 1 No 2 Refused 3

6. Is tenant in receipt or likely to be in receipt of the following: one only

Housing Benefit (Not in receipt of UC) 1
 Not in receipt of 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 UC, state pensions or benefits (excluding child & housing benefit, UC housing element & council tax support or tax credit)?
 All 1 Some 2 None 3 Don't Know 4

8. Tenant's or tenant and partner's net weekly income (after tax deductions) For those receiving Universal Credit, enter net weekly income from employment, pensions and Universal Credit. Exclude child benefit, housing element of universal credit and council tax support.
 For those not receiving Universal Credit, enter net weekly income from employment, pensions and other benefits. Exclude housing benefit, child benefit and council tax support.

Please if Q8 refused Round to nearest £

9a. In the tenant's view what was the main reason the household left their last settled home?

Permanently decanted from another property owned by this landlord <input type="checkbox"/> 1	Under occupation - offered incentive to downsize <input type="checkbox"/> 29
Left home country as refugee <input type="checkbox"/> 2	Under occupation - no incentive <input type="checkbox"/> 30
Discharged from prison or from long-stay hospital or other institution <input type="checkbox"/> 3	Property unsuitable because of ill health / disability <input type="checkbox"/> 13
Loss of tied accommodation <input type="checkbox"/> 4	Property unsuitable because of poor condition <input type="checkbox"/> 14
Domestic abuse <input type="checkbox"/> 7	Couldn't afford fees attached to renewing the tenancy <input type="checkbox"/> 35
(Non-violent) relationship breakdown with partner <input type="checkbox"/> 8	Couldn't afford the increase in rent <input type="checkbox"/> 36
Asked to leave by family or friends <input type="checkbox"/> 9	Couldn't afford rent or mortgage - welfare reforms <input type="checkbox"/> 37
Racial harassment <input type="checkbox"/> 10	Couldn't afford rent or mortgage - employment <input type="checkbox"/> 38
Other problems with neighbours <input type="checkbox"/> 11	Couldn't afford rent or mortgage - other <input type="checkbox"/> 39
Property unsuitable because of overcrowding <input type="checkbox"/> 12	To move nearer to family / friends / school <input type="checkbox"/> 16
End of Assured shorthold tenancy < 'no fault' / 'eviction/tenant at fault' <input type="checkbox"/> 40	To move nearer to work <input type="checkbox"/> 17
End of Fixed Term tenancy < 'no fault' / 'eviction/tenant at fault' <input type="checkbox"/> 41	To move to accommodation with support <input type="checkbox"/> 18
End of Fixed Term tenancy < 'no fault' / 'eviction/tenant at fault' <input type="checkbox"/> 42	To move to independent accommodation <input type="checkbox"/> 19
End of Fixed Term tenancy < 'no fault' / 'eviction/tenant at fault' <input type="checkbox"/> 43	
Repossession <input type="checkbox"/> 34	Other <input type="checkbox"/> 20
Don't know <input type="checkbox"/> 28	Hate crime <input type="checkbox"/> 31

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

9b. Was the reason for leaving a direct result of the removal of the spare room subsidy or benefit cap introduced from 2013? (this is most likely to apply if options 1, 29, 30, 41, 43, 34 or 37 were selected for 9a)

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

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)

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

Local Authority general needs tenancy	<input type="checkbox"/>	1	Women's refuge	<input type="checkbox"/>	21
Private Registered Provider (HA) general needs tenancy	<input type="checkbox"/>	2	Hospital	<input type="checkbox"/>	10
Owner occupation (private)	<input type="checkbox"/>	26	Prison / Approved Probation Hostel	<input type="checkbox"/>	29
Owner occupation (low cost home ownership)	<input type="checkbox"/>	27	Direct access hostel	<input type="checkbox"/>	7
Private sector tenancy	<input type="checkbox"/>	3	Bed & Breakfast	<input type="checkbox"/>	14
Tied housing or rented with job	<input type="checkbox"/>	4	Mobile home / caravan	<input type="checkbox"/>	23
Supported housing	<input type="checkbox"/>	6	Any other temporary accommodation	<input type="checkbox"/>	18
Housing for older people	<input type="checkbox"/>	8	Home Office Asylum Support	<input type="checkbox"/>	24
Residential care home	<input type="checkbox"/>	9	Children's home / foster care	<input type="checkbox"/>	13
Living with friends or family	<input type="checkbox"/>	28	Rough sleeping	<input type="checkbox"/>	19
			Other	<input type="checkbox"/>	25

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 appendix F of the CORE manual for ONS codes)

If full postcode not known or previous accommodation was temporary, please tick

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

LENGTH OF RESIDENCE IN THE LOCAL AUTHORITY AREA OF THE PROPERTY BEING LET

12c. How long has the household continuously lived in the local authority area where the new letting is located?

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

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

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

1 **Not homeless**

2 Found 'statutorily homeless' by a housing authority and owed a main homelessness duty

6 Found 'statutorily homeless' by a housing authority but not owed a main homelessness duty

7 Other homelessness i.e. not found statutorily homeless by a housing authority but considered to be homeless by the letting landlord

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 28 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? (✓ each row)

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	<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 (✓ one only)

17. Rent and other charges period

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 (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) £

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)

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

DO NOT LEAVE BLANK

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

Purpose built 1

Converted from previous residential or non-residential property 2

25. Is the 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 1 A Rent To Buy basis 4

An affordable rent basis 2 Don't know 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 and 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

Name of local authority ONS LA code

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

Full postcode of property

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

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