

### CORE Lettings Log - With Additional Guidance 2020/21

<p>Is this an <b>Affordable Rent</b>, <b>Social Rent</b> or <b>Rent To Buy</b> Letting Log?</p> <p style="text-align: center;">AR <input type="checkbox"/>      Social <input type="checkbox"/> Rent To Buy <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 HCA or GLA.</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>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: auto; margin-right: auto;"> <tr> <td style="text-align: center;">Day</td> <td style="text-align: center;">Month</td> <td style="text-align: center;">Year</td> </tr> <tr> <td style="text-align: center;">     </td> <td style="text-align: center;">   </td> <td style="text-align: center;">     </td> </tr> </table>	Day	Month	Year				<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>																																																									
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<p><b>LANDLORD / LETTINGS DETAILS</b></p> <p>1a. Type of Letting</p> <table style="width:100%;"> <tr> <td style="width:20%;"></td> <td style="width:10%; text-align: center;">✓ one only</td> <td style="width:10%;"></td> <td style="width:10%; text-align: center;"><b>Social AR</b></td> <td style="width:10%; text-align: center;"><b>Rent To Buy</b></td> </tr> <tr> <td>Private Registered Provider (HA) Landlord Letting in</td> <td>General Needs unit <input type="checkbox"/></td> <td style="text-align: center;">1</td> <td style="text-align: center;">5</td> <td style="text-align: center;">9</td> </tr> <tr> <td></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><u>OR</u></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Local Authority landlord: Letting in</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>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>		✓ one only		<b>Social AR</b>	<b>Rent To Buy</b>	Private Registered Provider (HA) Landlord Letting in	General Needs unit <input type="checkbox"/>	1	5	9		Supported unit <input type="checkbox"/>	2	6	10	<u>OR</u>					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 GN property). Rent To Buy tenancies can only have a PRP landlord.</p>																																	
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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)</p> <p style="text-align: center;">CORE code</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> <td style="width: 15px; height: 15px;"></td> </tr> </table> <p>Name _____</p>									<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="width:100%;"> <tr> <td style="width:50%; text-align: center;"><b>Management group code</b></td> <td style="width:50%; text-align: center;"><b>Scheme code</b></td> </tr> <tr> <td style="text-align: center;">     </td> <td style="text-align: center;">     </td> </tr> </table> <p><b>(NB: Q1d has been removed from 2020/21)</b></p> <p>1e. Is this letting sheltered accommodation?</p> <table style="width:100%;"> <tr> <td style="width:30%;">Yes – sheltered housing <input type="checkbox"/></td> <td style="width:10%; text-align: center;">1</td> <td style="width:30%;">Yes – extra care housing <input type="checkbox"/></td> <td style="width:10%; text-align: center;">2</td> </tr> <tr> <td>No <input type="checkbox"/></td> <td style="text-align: center;">3</td> <td>Don't know <input type="checkbox"/></td> <td style="text-align: center;">4</td> </tr> </table>	<b>Management group code</b>	<b>Scheme code</b>			Yes – sheltered housing <input type="checkbox"/>	1	Yes – extra care housing <input type="checkbox"/>	2	No <input type="checkbox"/>	3	Don't know <input type="checkbox"/>	4	<p>Q1c applies to all Supported housing tenancies regardless of whether they are let at social rent, affordable rent or on a rent to buy basis.</p> <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 on the 'Guides and Manuals' page.</p> <p><b>Q1e Basic definitions of sheltered and extra care housing (full definitions can be found in the CORE Manual on the CORE website) are as follows: Sheltered housing is 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. Extra care housing is 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.</b></p>																																																			
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<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>2b. Type of main tenancy (after any starter/introductory period)      ✓</p> <table style="width:100%;"> <tr> <td style="width:20%;">Secure (inc flexible) <input type="checkbox"/></td> <td style="width:10%; text-align: center;">1</td> <td style="width:50%;">Licence agreement (supported housing/almshouses only) <input type="checkbox"/></td> <td style="width:10%; 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>Tenancies may be provided on assured shorthold terms, but for a distinct trial tenancy period typically restricted to 12 months.</p> <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>																																																			
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<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="text-align: right;">Years <input style="width: 50px;" type="text"/></p>	<p>Exclude starter/introductory period. Round to nearest whole year.</p> <p>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.</p> <p>Secure flexible fixed terms tenancies should be 2+ years.</p>																																																															
<p><b>HOUSEHOLD DETAILS</b></p> <p>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. <u>If joint tenancy, enter most economically active tenant first.</u></p> <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:5%;"></th> <th style="width:10%;">Age</th> <th style="width:10%;">Gender M/F/O/R</th> <th style="width:10%;">Relationship to person 1</th> <th style="width:10%;">Economic status</th> <th style="width:10%;">Ethnicity</th> <th style="width:10%;">Nationality</th> </tr> </thead> <tbody> <tr> <td>Person 1</td> <td style="text-align: center;">     </td> <td style="text-align: center;"> </td> <td style="text-align: center;">n/a</td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> </tr> <tr> <td>Person 2</td> <td style="text-align: center;">     </td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> </tr> <tr> <td>Person 3</td> <td style="text-align: center;">     </td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> </tr> <tr> <td>Person 4</td> <td style="text-align: center;">     </td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> </tr> <tr> <td>Person 5</td> <td style="text-align: center;">     </td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> </tr> <tr> <td>Person 6</td> <td style="text-align: center;">     </td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> </tr> <tr> <td>Person 7</td> <td style="text-align: center;">     </td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> </tr> <tr> <td>Person 8</td> <td style="text-align: center;">     </td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> <td style="text-align: center;"> </td> </tr> </tbody> </table>		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							<p><b>Age</b> – Enter a numeric value using whole numbers (for children aged 0-1 enter '1') except where refused, then enter an 'R'.</p> <p><b>Gender</b>– Enter 'M' for male; 'F' for female; 'O' for other and 'R' for refused as defined by the individual.</p> <p><b>Relationship to Person 1</b> – 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.</p> <p><b>Economic status</b> – 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.</p> <p><b>Ethnicity and Nationality</b> – Use the codes on the reverse side, stressing anonymity of the log.</p>
	Age	Gender M/F/O/R	Relationship to person 1	Economic status	Ethnicity	Nationality																																																										
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PAPER LOGS FOR INTERNAL USE ONLY. ALL DATA MUST BE SUBMITTED ONLINE

<b>Economic status</b> 1 Full-time work (30 hrs or more per week) 2 Part-time work (less than 30 hrs per week) 3 Government training/ New deal 4 Jobseeker 5 Retired 6 Not seeking work 7 Full-time student	<b>8 Unable to work because of long term sickness or disability</b> <b>9 Child under 16</b> <b>0 Other adult</b> <b>10 Refused</b>	<b>Ethnic Group</b> <b>A. White</b> 1 English, Scottish, Welsh, Northern Irish, British 2 Irish 3 Gypsy, Irish Traveller 4 Other <b>B. Mixed</b> 4 White & Black Caribbean 5 White & Black African	6 White & Asian 7 Other <b>C. Asian or Asian British</b> 8 Indian 9 Pakistani 10 Bangladeshi 11 Other 12 Chinese	<b>D. Black, African, Caribbean or Black British</b> 12 Caribbean 13 African 14 Other <b>E. Other ethnic group</b> 19 Arab 16 Other <b>Refused</b> 17 Refused	<b>Nationality</b> 1 UK national resident in UK 2 UK national returning from residence overseas 3 Czech Republic 4 Estonia 5 Hungary 6 Latvia 7 Lithuania 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
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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

4ai. Definition of **Regular**: an individual fulfilling a role in the Royal Navy, the Royal Marines, the regular army and the Royal Air Force. Definition of **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.

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'.

ii. Please only answer Q4a.ii if responded to Q4ai with 'Yes-regular'.

4b. Seriously injured/disabled: injury, illness or disability serious enough to effect a member of the household's housing requirements.

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

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'.

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

Responses to this question should be consistent with details provided for Q6. Also consider later income details in light of this question.

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

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  1

Left home country as refugee  2

Discharged from prison or from longstay hospital or other institution  3

Loss of tied accommodation  4

Domestic abuse  7

(Non-violent) relationship breakdown with partner  8

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

Repossession  34

Hate crime  31

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

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.

9a. 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  4      No  2  
 Yes: Benefit cap  5      Don't know  3  
 Yes: Both  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   
 (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)

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.

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

- Fixed-Term Local Authority General Needs tenancy**  30      Residential care home  9  
**Lifetime Local Authority General Needs tenancy**  31      Living with friends or family  28  
**Fixed-Term Private Registered Provider General Needs tenancy**  32      Refuge  21  
**Lifetime Private Registered Provider General Needs tenancy**  33      Hospital  10  
 Prison / Approved Probation Hostel  29  
 Owner occupation (private)  26      Direct access hostel  7  
 Owner occupation (low-cost home ownership)  27      Bed & Breakfast  14  
 Private sector tenancy  3      Mobile home / caravan  23  
 Any other temporary accommodation  18  
 Tied housing or rented with job  4      Home Office Asylum Support  24  
 Supported housing  6      Children's home / foster care  13  
**Sheltered accommodation**  8      Rough sleeping  19  
 Other  25

Tick one box detailing the previous type of accommodation immediately prior to the letting the log is being completed for – regardless of whether this was permanent or temporary.

For households that have previously been living in temporary accommodation the type of accommodation should be specified (e.g. bed and breakfast, direct access hostel, hospital, rough sleeping, refuge). **Note:** the option 'Any other temporary accommodation' should be ticked where the temporary accommodation was in a PRP general needs tenancy i.e. it was not permanent.

For definition of sheltered accommodation see guidance for Q1e.

For renewal of a fixed-term tenancy to the same tenant at the same property, the response for this question must be same tenancy type as the new letting – either:

- '6. Supported housing',  
 '8. Sheltered accommodation',  
 '30. Fixed-Term Local Authority General Needs tenancy',  
 '31. Lifetime Local Authority General Needs tenancy',  
 '32. Fixed-Term Private Registered Provider General Needs tenancy', or  
 '33. Lifetime Private Registered Provider General Needs tenancy'

For newly forming households, please record the previous accommodation of Person 1 that was listed in question 3.

**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)

Always provide the 9 digit ONS code for previous accommodation requested. See the CORE Manual for the relevant codes such as those outside England:

- Scotland: S9200003  
 Wales: W9200004  
 Northern Ireland: N9200002  
 Outside UK: 9300000X

For renewal of a fixed-term tenancy to the same tenant at the same property use the property that the tenancy is being renewed at. No reference to the previous location prior to the initial letting of that property is required in this instance.

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

Tenants in temporary accommodation immediately prior to the current letting need not supply postcode details [tick small bottom right box].

For help confirming postcode details use the RM website:  
<http://postcodefinder.rpre.prod.royalmail.com/postcodefinder.aspx>

**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  |

The length of time the household has continuously lived in the same LA area as the property being let, immediately prior to this new letting. Their previous accommodation can include temporary accommodation such as B&B.

If the household's previous accommodation is not in the same LA area as the property being let you should tick option 1.

If the household is a newly forming household then answer the question for Person 1 as defined in question 3.

State how long the household has been in the waiting list of the local authority district where the new letting is located. Do not include time spent on waiting lists in other local authority districts.

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 homelessness by a housing authority but considered to be homeless by the letting landlord

Please note that the definition of homelessness changed with the introduction of the Homelessness Reduction Act 2017, which came into effect from 1 April 2018. This question has been amended to reflect the new definitions and duties in the Act.

Further information on homelessness is available in the CORE manual.

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 in 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 Social services  9

Police, probation, prison  12

Youth offending team  13

Community mental health team  14

Health service  15

Voluntary agency  7

Other  16

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

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

Weekly for \_\_\_\_\_ weeks (Please enter number of weeks)  1

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 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)?  
 £

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 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')

Input box for number of offers

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

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

21a. Property reference

Grid for property reference

21b. UPRN

(Unique Property Reference Number)

Grid for UPRN

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

Providers should be able to find their UPRN from AddressBase data here: https://data.gov.uk/dataset/addressbase

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)

Input box for number of bedrooms

Enter the number of bedrooms in the unit to which the letting refers. 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 1 Shared flat / maisonette 4
Bed-sit 2 Shared house 9
House 7 Shared bungalow 10
Bungalow 8 Other 6

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 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

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

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: It has been noted that a household can be evicted for two simultaneous reasons: both having arrears and ASBs against them. Under these circumstances 'Relet - tenant evicted due to arrears' should be selected.

Q28 IS FOR GENERAL NEEDS LETTINGS ONLY

28. Location of property

Name of local authority ONS LA code
E

Full postcode of property

Grid for full postcode

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

LOG SIGNATURES / INITIALS