



Landlord name:	
RSL Reg No.:	
Report generated date:	

Approval

A1	Date approved	
A2	Approver	
A3	Approver job title	
A4	Comments	



Staff absence level on the last day of the quarter:	
Total number of staff (FTE)	
Total number absent (FTE)	
Percentage of staff absent	
Number of staff placed on furlough (FTE)	
Percentage of staff placed on furlough	
Rent and arrears on the last day of the quarter:	
Gross rent arrears	
Total annual rent due	
Gross rent arrears (%)	
Direct housing payments during the quarter:	
Total amount of rent due for the reporting quarter	
Direct housing cost payments received	
Percentage of Total amount of rent due for the reporting quarter from direct housing cost payments (%)	
Number of empty homes	
Empty homes (last day of previous quarter)	
Empty homes (arose during the quarter)	
Empty homes (last day of the quarter)	
Rent lost through properties being empty during the quarter:	
Rent due lost through properties being empty during the quarter	
Percentage of rent due lost through properties being empty (%)	
Average length of time to re-let properties in the last quarter:	
Properties re-let	
Calendar days properties were empty	
Average length of time to re-let properties	



Number of Lets during the quarter:	
Number of lets to existing tenants	
Number of lets to housing list applicants	
Number of lets to homeless (SST)	
Number of lets to homeless (short SST)	
Number leased to relevant local authority	
Number of lets to others	
Total lets and leased (during quarter)	
Balance	
Cash balance on the last day of the quarter:	
Cash balance	
Number of court actions initiated and properties recovered during the quarter:	
Total number of court actions initiated	
The number of properties recovered having obtained decree for non-payment of rent	
The number of properties recovered having obtained decree for anti-social behaviour	
The number of properties recovered having obtained decree for other reasons	
Number of Notice of Proceedings issued during the quarter for:	
Rent arrears	
Antisocial behaviour / criminal activity	
Other reasons	