

# Submit social housing lettings and sales data (CORE)

2022/23 Letting



Department for Levelling Up,  
Housing & Communities

You must submit this data online. You can do so at [core.communities.gov.uk](https://core.communities.gov.uk). You may find it quicker and easier to answer these questions directly online.

Where multiple response options are provided, select only one (unless otherwise stated).

## About this log

### Tenant has seen the privacy notice

Ensure the tenant has seen attached privacy notice before completing this log.

☐ Yes ☐ No

### Needs type

☐ General needs  
☐ Supported housing

### Property renewal

☐ Yes ☐ No

### Tenancy start date

D	D	M	M	Y	Y	Y	Y
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### Rent type

☐ Affordable Rent ☐ London Affordable Rent  
☐ Rent to Buy ☐ London Living Rent  
☐ Social Rent  
☐ Other intermediate rent product:

### Tenant code Optional

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### Property reference Optional

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## SUPPORTED HOUSING ONLY

### Management code

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### Scheme code

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## Tenancy information

### Joint tenancy

☐ Yes ☐ No ☐ Don't know

### Starter tenancy

This is also known as an 'introductory period'.

☐ Yes ☐ No

### Tenancy type

4 ☐ Assured Shorthold Tenancy (AST) – fixed term  
6 ☐ Secure – fixed term

#### Length of fixed-term tenancy, to the nearest year

Not including the starter or introductory period.

								years
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2 ☐ Assured – lifetime  
7 ☐ Secure – lifetime  
5 ☐ Licence agreement

3 ☐ Other:

## SUPPORTED HOUSING ONLY

### Sheltered accommodation

☐ Yes – extra care housing  
☐ Yes – specialist retirement housing  
☐ No  
☐ Don't know

## Property information

### GENERAL NEEDS ONLY

#### Postcode

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#### Local authority If postcode unknown

#### Type of unit

2 ☐ Bedsit  
8 ☐ Bungalow 10 ☐ Shared bungalow  
1 ☐ Flat or maisonette 4 ☐ Shared flat or maisonette  
7 ☐ House 9 ☐ Shared house  
6 ☐ Other:

#### Type of building

2 ☐ Converted from previous residential/non-residential property  
1 ☐ Purpose built

#### Property built or adapted to wheelchair-user standards

☐ Yes ☐ No

#### Number of bedrooms

If shared accommodation, enter the number of bedrooms occupied by this household. A bedsit has 1 bedroom.

#### Void or renewal date

Enter the handover date if this is the first let of a new-build property.

D	D	M	M	Y	Y	Y	Y
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#### Major repairs carried out during void period

☐ Yes, completed on 

D	D	M	M	Y	Y	Y	Y
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☐ No

#### First time being let as social-housing

☐ Yes

#### Vacancy reason

16 ☐ First let of conversion, rehabilitation or acquired property  
17 ☐ First let of leased property  
15 ☐ First let of new-build property

☐ No

#### Most recent let type

2 ☐ Affordable rent basis  
3 ☐ Intermediate rent basis  
1 ☐ Social rent basis  
4 ☐ Don't know

#### Vacancy reason

13 ☐ Internal transfer  
Excluding renewals of a fixed-term tenancy.  
5 ☐ Previous tenant died with no succession  
9 ☐ Re-let to tenant who occupied same property as temporary accommodation  
14 ☐ Renewal of fixed-term tenancy  
19 ☐ Tenant involved in a succession downsize  
8 ☐ Tenant moved to private sector or other accommodation  
12 ☐ Tenant moved to other social housing provider  
18 ☐ Tenant moved to care home  
6 ☐ Tenant abandoned property  
10 ☐ Tenant was evicted due to rent arrears  
11 ☐ Tenant was evicted due to anti-social behaviour

#### Times property previously offered since becoming available

After any previous tenancy ended. Enter '0' if being offered for let for the first time.



Reason for leaving last settled home

40

☐ End of assured shorthold tenancy (no fault)

41

☐ End of assured shorthold tenancy (eviction or tenant at fault)

42

☐ End of fixed term tenancy (no fault)

43

☐ End of fixed term tenancy (eviction or tenant at fault)

1

☐ Decanted from another property owned by this landlord

46

☐ Discharged from long-stay hospital or similar institution

45

☐ Discharged from prison

4

☐ Loss of tied accommodation

9

☐ Asked to leave by family or friends

44

☐ Death of household member in last settled accommodation

8

☐ Relationship breakdown (non-violent) with partner

2

☐ Left home country as a refugee

16

☐ To move nearer to family, friends or school

17

☐ To move nearer to work

7

☐ Domestic abuse

31

☐ Hate crime

10

☐ Racial harassment

11

☐ Other problems with neighbours

35

☐ Couldn't afford fees attached to renewing the tenancy

37

☐ Couldn't afford rent or mortgage (welfare reforms)

38

☐ Couldn't afford rent or mortgage (employment)

39

☐ Couldn't afford rent or mortgage (other)

36

☐ Couldn't afford the increase in rent

34

☐ Repossession

12

☐ Property unsuitable because of overcrowding

13

☐ Property unsuitable because of ill health or disability

14

☐ Property unsuitable because of poor condition

18

☐ To move to accommodation with support

19

☐ To move to independent accommodation

30

☐ Under occupation (no incentive)

29

☐ Under occupation (offered incentive to downsize)

47

☐ Tenant prefers not to say

28

☐ Don't know

20

Other:

Where was the household immediately before this letting?

30

☐ Fixed-term local authority general needs tenancy

32

☐ Fixed-term PRP general needs tenancy

31

☐ Lifetime local authority general needs tenancy

33

☐ Lifetime PRP general needs tenancy

35

☐ Extra care housing

34

☐ Specialist retirement housing

6

☐ Other supported housing

28

☐ Living with friends or family

27

☐ Owner occupation (low-cost home ownership)

26

☐ Owner occupation (private)

3

☐ Private sector tenancy

14

☐ Bed and breakfast

7

☐ Direct access hostel

10

☐ Hospital

29

☐ Prison or approved probation hostel

18

☐ Other temporary accommodation

13

☐ Children's home or foster care

24

☐ Home Office asylum support

23

☐ Mobile home or caravan

21

☐ Refuge

9

☐ Residential care home

19

☐ Rough sleeping

4

☐ Tied housing or rented with job

25

☐ Other accommodation

Household homeless immediately before letting

11

☐ Yes – assessed by a local authority as homeless

1

☐ No

Postcode of last settled home

Local authority

If postcode unknown

Household given reasonable preference

Households may be given 'reasonable preference' for social housing, also known as 'priority need', by the local authority.

☐ Yes

☐ No

☐ Don't know

If yes, reason for reasonable preference

Tick all that apply

☐ Homeless or about to lose their home (within 56 days)

☐ Living in unsanitary/overcrowded/unsatisfactory housing

☐ Medical and welfare reasons (including disability)

☐ To avoid hardship to themselves or others

☐ Don't know

Allocation

Tick all that apply

☐ Choice-based lettings (CBL)

☐ Common Allocation Policy (CAP)

☐ Common housing register (CHR)

Source of referral

1

☐ Internal transfer

2

☐ Tenant applied directly

3

☐ PRP lettings only – Nominated by a local housing authority

4

☐ PRP supported lettings only – Referred by local authority

8

☐ Re-located through official housing mobility scheme

10

☐ Other social landlord

17

☐ Children's social care

9

☐ Community learning disability team

14

☐ Community mental health team

15

☐ Health service

12

☐ Police/probation/prison

7

☐ Voluntary agency

13

☐ Youth offending team

16

☐ Other

Income, benefits and outgoings

Total household income

Income after tax from employment, pensions or Universal Credit. Exclude NI contributions and tax, housing benefit, child benefit or council tax support.

£

☐ /week

☐ /month

☐ /year

☐ Tenant prefers not to say

☐ Don't know

Housing-related benefits received

1

☐ Housing benefit

9

☐ Neither

6

☐ Universal Credit housing element

3

☐ Don't know

10

☐ Tenant prefers not to say

Income from Universal Credit, state pension or benefits

1

☐ All

2

☐ Some

3

☐ None

4

☐ Don't know

Frequency of household rent or charges

☐ Weekly for  weeks

☐ Does not pay rent or charges

☐ Every 2 weeks

☐ Every 4 weeks

☐ Every calendar month

Basic rent

Amount paid before any charges

£

Personal service charge

For example, for heating or hot water

£

Service charge

For example, for cleaning.

£

Support charge

Charges made to fund support services

£

SUPPORTED HOUSING ONLY

Care home charge, if applicable

£

Estimated outstanding amount for basic rent and charges

☐ Yes, amount: 

£

☐ No

☐ Don't know



# Privacy notice for tenants and buyers of new social housing

## How are we using your information?

If your household has entered a new social housing tenancy, social housing providers will share your personal information with the Department for Levelling Up, Housing & Communities (DLUHC) for research and statistical purposes.

## How is this information provided?

The information is provided via 'Submit social housing lettings and sales data (CORE)', a service funded and managed by DLUHC. It collects information on the tenants or buyers, tenancy or sale, and the dwelling itself. Some of this information is personal and sensitive, so DLUHC is responsible for ensuring that all data is processed in line with data protection legislation.

## Why are we sharing this information?

Information collected using this service is shared with other government departments and agencies. Data is shared with the Greater London Authority and the Regulator of Social Housing. Data providers can also access data for their organisations via the online service. Data is only shared for research and statistical purposes.

## How does this affect you?

It will not affect your benefits, services or any treatments you receive. The information shared is anonymous and handled in accordance with the law. We are collecting and sharing your information to help us better understand the social housing market and inform social housing policy.

## If you want to know more...

Social housing lettings and sales data is collected on behalf of DLUHC for research and statistical purposes only. Data providers do not require the consent of tenants to provide the information, but tenants have the right to know how and for what purpose data is being collected, held and used.

The processing must have a lawful basis. In this case the processing is necessary for the performance of a task carried out in the public interest to meet a function of the Crown, a Minister of the Crown, or a government department.

You have the right to object and you have the right to obtain confirmation that your data is being processed, and to access your personal data. You also have the right to have any incorrect personal data corrected.

The information collected via this service relates to your tenancy, the dwelling you are living in or buying, and your household. Some of the information may have been provided by you as a tenant when signing the new tenancy or buying your property. Other information has been gathered from the housing management systems of social housing providers.

Data collected will be held for as long as necessary for research and statistical purposes. When no longer needed, data will be deleted in a safe manner. We are aware that some of the data collected is particularly sensitive. For example:

- ethnic group
- if previous tenure is a hospital or prison or approved probation hostel support
- if household left last settled home because discharged from prison, a long stay hospital or other institution
- if source of referral is probation or prison, youth offending team, community mental health team or health service

All the information collected via this service is treated in accordance with data protection requirements and guidelines.

Data is published by DLUHC in aggregate form on an annual basis as part of a report and complementary tables.

You can visit [www.gov.uk/government/collections/rents-lettings-and-tenancies](https://www.gov.uk/government/collections/rents-lettings-and-tenancies) to access the annual publications on lettings. Or visit [gov.uk/government/collections/social-housing-sales-including-right-to-buy-and-transfers](https://gov.uk/government/collections/social-housing-sales-including-right-to-buy-and-transfers) to view the publications on sales.

The detail level data is anonymised and protected to minimise the risk of identification and held with the UK Data Archive for research purposes.

## Making a complaint

If you are unhappy with any aspect of this privacy notice, or how your personal information is being processed, contact the Department Data Protection Officer at: [dataprotection@communities.gsi.gov.uk](mailto:dataprotection@communities.gsi.gov.uk)

If you are still not happy, you have the right to lodge a complaint with the Information Commissioner's Office (ICO) at [ico.org.uk/concern](https://ico.org.uk/concern).