

SCORE New Lettings Log (Apr 2010 – Mar 2011) Standards For Submission by Electronic Data Transfer (EDT)

Lettings Log version V25

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Please institute procedures to ensure that the conditions listed are met. It is important to all users of the Lettings Log data that the details you send us are complete and accurate at the time of Lettings Log creation.

3. Standards for file and log (record) format.....Page 6

If files are submitted which do not conform to the standards as described, we may have to return them and ask you to re-submit them.

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The field definitions in section 4 give range limits and cross-variable validation checks. These are the limits and checks which we can reasonably expect providers themselves to perform before data submission. If the number of range or check failures in a file exceeds an acceptable limit, if the wrong number of fields are written, or if the format is otherwise incorrect, we will contact you. We may require the entire file to be corrected and resubmitted.

Some of the cross-variable checks detect response combinations that, although not impossible, are unlikely. Others detect invalid coding, which cannot be allowed. Whether invalid or just unlikely, all such potential errors and missing data may be checked with the organisation's contact person as named on the header record. If checking with the organisation confirms them to be correct, they will be allowed. To avoid unnecessary telephoning and faxing, and to prevent differences arising between organisations' records and the statistics we send to the Scottish Government, it is essential that organisations implement as many of these checks as possible before sending the data to us.

5. Excel Workbook containing Lettings Log look-up tables

Accompanying this EDT specification is an Excel Workbook containing each look-up table used within the Lettings Log. Each look-up table contains the Lettings Log code number if appropriate and associated description. This allows software developers to easily check that their EDT system look-up tables correspond with the Lettings Log.

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Introduction

Lettings Log data files for all lettings on or after 1st April 2010 must follow the standards outlined below and should be emailed to scoredata@st-andrews.ac.uk. A reply email will be sent automatically as a receipt for data.

If minor amendments have to be made to this specification before the Lettings Log itself is changed again, this document will be revised and reissued with the same Lettings Log version number but a new revision number. On each occasion the Lettings Log is changed, a new Lettings Log version series of this document will be started.

Lettings Log Office contact details:

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1. Summary of changes for Version 25

1.1. Data Changes

There are no data changes for this version of the log.

1.2. Lettings Log Version 25 wording changes

- 1.2.1 The wording of Question 13 a) Reason for vacancy – option 6, has been changed to ‘previous tenant died’, i.e. ‘(no succession)’ has been removed.

2. Standards governing conditions and timing of the production of the data files

- 2.1 All information supplied should be valid at the time of the interview. If any of the data is collected prior to the interview the file for transmission to the SCORE Office should be written only after the operator has confirmed that the data is accurate.
- 2.2 Software checks should ensure that output of the same record more than once is not possible. In the occurrence of a duplicate record, we will report the duplicate record to you.
- 2.2.1 We ask that you submit data files **every month** that you have had any new lettings, even if the number of Lettings Logs is small. This ensures that the flow of data to the SCORE Office is maintained throughout the year and not greatly increased before the end of each quarter/half year.

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3. Standards for file, email and record format

- 3.1. One or more files should be transmitted as attachments with a covering email and sent to scoredata@st-andrews.ac.uk
- 3.2. There may be any number of files attached to an email. The first eight characters of the filename should be 'SCOREedt' and the remainder (i.e. ninth character onwards) should consist of the numeric code identifying the organisation (the Housing Association Registration code or Local Authority code as given to you by the SCORE Office at the CHR). The last characters may be used to differentiate more than one file attached to the email). The preferred file extension to use is .txt.

For example, for the provider whose Registration Code is 12345, there could be 3 files attached to an email, all containing Lettings Logs, named SCOREedt12345_001.txt, SCOREedt12345_002.txt and SCOREedt12345_003.txt.

- 3.3. All data should be written in ASCII text format with variable length fields separated always by a comma.
- 3.4. The first record in each file should be a header record, consisting of five obligatory fields and two optional fields:
 - 3.4.1 An upper case 'E'. This distinguishes the file from a SCORE Digital submission.
 - 3.4.2 The Housing Association Registration code or Local Authority code.
 - 3.4.3 The number of Lettings logs in the file.
 - 3.4.4 The name of a contact person at the Housing Association/Local Authority who will be able to answer validation queries. The SCORE Office has a Quality Assessor who will contact this person about any missing or conflicting information which is given on the Lettings Logs. It is best to give details of the most appropriate person to answer questions about the information on the forms.
 - 3.4.5 The telephone number of the contact person in 3.4.4
 - 3.4.6 The fax number of the contact person in 3.4.4 (optional)
 - 3.4.7 The email address of the contact person in 3.4.4 (optional)

NB. The separator between these seven fields should be a comma i.e. ','. A comma should not occur elsewhere as anything other than a field separator, and it should be used as the field separator throughout the Lettings Log. A separator at the end of the header record or the Lettings Log Records is optional, but if it is present it should not be followed by any spaces. All seven fields in the header are alphanumeric and require a text qualifier (double quotation marks). If the two optional fields are not completed they should contain the default value for alphanumeric fields, with text qualifier (the underscore symbol in double quotation marks, "_").

- 3.5. The record form separator must always be the new line sequence of ASCII 0D followed by ASCII 0A (carriage return followed by line feed, both code values in hexadecimal).
- 3.6. All subsequent records in the file should represent lettings Logs, one record for each tenant, in variable length format, 113 fields per record, the fields separated by a comma and in the order shown in section 4 (fields 1 to 113).

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4. Standards for field contents (record 2 onwards)

The following table details the requirements for each record (from record 2 onwards). Fields for answers to some questions on the log may on occasion be missing. These fields must be written as the default value for their data type, as outlined in the following table.

Question numbers given as those on the new log (version 25, 01/04/2010).

The validation column in the following table contains information relating to some of the data checks that will be run by the SCORE Office on all submitted lettings logs. Submitted files will be accepted provided they comply with the field order, data type and default values indicted in the table. However, you should implement as much of the suggested validation as possible to reduce the number of errors we will check with the organisations contact person, as named in the file header record.

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Field No.	Q. No.	Question Description	Permitted Values / Description	Data Type	Length / Format	Text Qualifier	Default Value	Validation
1	Lettings Log Header Section	Organisation code	The code allocated to the organisation by the SCORE Office.	Numeric	3	-	-1	Should not be left as Default
2		Letting Code	This is the unique reference code that the organisation uses to identify the letting. Made up from any combination of letters and/or numbers. Punctuation characters may be used provided none match the character defined as the separator (comma).	Alphanumeric	12	Yes	_ (underscore symbol)	Should not be left as Default
3		Scheme Code	Permitted values: 1 = Scheme 2 = Management arrangement 3 = Owned by another body	Numeric	1	-	-1	Should not be left as Default
4		Office – Area Code	Three figure numeric code for Local Authority within which <i>the office of the organisation making the let</i> is situated. See Excel lookup book for list of permitted values.	Numeric	3	-	-1	Should not be left as Default
5		Type of Tenancy	Permitted values: 1 = SST 2 = Short SST 3 = Occupancy	Numeric	1	-	-1	Should not be left as Default
6		Tenancy Status	Permitted values: 1 = Sole 2 = Shared 3 = Joint	Numeric	1	-	-1	Should not be left as Default
7		Tenancy Start Date	Dates between 1 st April 2010 and 31 st March 2011 are permitted.	Date	dd/mm/yy	-	01/01/99	Should not be left as Default

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Field No.	Q. No.	Question Description	Permitted Values / Description	Data Type	Length / Format	Text Qualifier	Default Value	Validation
8	Lettings Log Header Section	Landlord/letting details	Permitted values: 1 = Housing Association General Needs Letting 2 = Housing Association Supported Letting 3 = Local Authority General Needs Letting 4 = Local Authority Supported Letting	Numeric	1	-	-1	Should not be left as Default
9		Interviewed	Permitted values: 1 = Interview held 2 = Unable to interview 3 = Interview refused	Numeric	1	-	-1	Should not be left as Default. If coded 2 or 3 (i.e. Tenant not interviewed) then Q1 – 11 may be default values.
10	1	Number of persons in household	The number of people in the household. Values 1 to 20 are permitted.	Numeric	2	-		Default only permitted if field 9 coded 2 or 3
11	1	Age of Tenant (Person 1)	Age of the tenant. Values between 16 and 110 are permitted.	Numeric	3	-	-1	Default only permitted if field 9 coded 2 or 3
12-16	1	Age of Persons 2-6	Ages of other household members (persons 2 to 6) Children under the age of 1 should be recorded as aged '0'. If the tenant's partner will be part of the household, the partner should always be entered as Person 2.	Numeric	3	-	-1	Default permitted if field 9 coded 2 or 3; Or if all other fields for this person are also their default value.
17	1	Sex of Tenant (Person 1)	Permitted values: 1 = Male 2 = Female	Numeric	1	-	-1	Default only permitted if field 9 coded 2 or 3
18-22	1	Sex of Persons 2-6	Sex of other household members (persons 2 to 6). Permitted values: same as field 17	Numeric	1	-	-1	Default permitted if field 9 coded 2 or 3; Or if all other fields for this person are also their default value.
23-27	1	Relationship to P1	Permitted values: P = Partner C = Child (eligible for benefit, under 16 or under 20 in full-time education) X = Other Adult	Text	1	Yes	_	Default only permitted if field 9 coded 2 or 3; Or if all other fields for this person are also their default value.
28	1	Economic status of tenant (Person 1)	The economic status of the tenant. Values 1 to 10 and 99 are permitted (see Excel lookup book for details)	Numeric	2	-	-1	Default only permitted if field 9 coded 2 or 3

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Field No.	Q. No.	Question Description	Permitted Values / Description	Data Type	Length / Format	Text Qualifier	Default Value	Validation
29-33	1	Economic Status of Persons 2-6	Economic status of other household members (persons 2 to 6). Permitted values: same as for Field 28	Numeric	2	-	-1	Default permitted if field 9 coded 2 or 3; Or if all other fields for this person are also their default value.
34	1	Average Hours Worked of Tenant (Person 1)	Average hours worked by the tenant.	Numeric	2	-	-1	Should only be changed from the default value if tenant is working i.e. field 23 is coded 1 or 2.
35-39	1	Average Hours Worked of Persons 2-6	Average hours worked by other household members. Values up to 70 are permitted.	Numeric	2	-	-1	Should only be changed from the default value if economic status for this person (fields 29-33) is coded 1 or 2.
40	2a	Ethnicity of Tenant (Person 1)	Ethnic Origin of tenant. Values 1 to 20 and 99 are permitted (see Excel lookup book for details)	Numeric	2	-	-1	Default permitted if field 9 coded 2 or 3; Or if field 37 is not default.
41	2b	Are there any members of the household of a different ethnic group?	Permitted values: 1 = Yes 2 = No	Numeric	1	-	-1	Default permitted if field 9 coded 2 or 3; Or if field 37 is not its default value.
42	2	Ethnic Refused	Were ethnic details refused? Permitted values: 1 = Refused 2 = Not Known	Numeric	1	-	-1	Default permitted if field 9 coded 2 or 3; or if field 36 is not its default value.
43	3	Homelessness	Was the household statutorily homeless immediately prior to this letting? Permitted values: 1 = Statutorily Homeless 2 = Other Homeless 3 = Not Homeless	Numeric	1	-	-1	Default only permitted if field 9 coded 2 or 3
44	4a	Previous Living Circumstances of Tenant	Permitted values: Values 1 to 14 and 99 are permitted (see Excel lookup book for details)	Numeric	2	-	-1	If coded 10 (temp accommodation) a response must be given for Q4b (field 40) Default only permitted if field 9 coded 2 or 3
45	4b	Living Circumstances Prior to Temporary Accommodation	If Q4a is coded 10, please provide living circumstances prior to this. Permitted values: same as field 44	Numeric	1	-	-1	Must be the default value unless Q4a (field 44) is coded 10.
46	5	Previous Location of tenant – Council Code	Code for Local Authority within which the household lived immediately prior to this letting. See Excel lookup book for list of permitted	Numeric	3	-	-1	Default only permitted if field 9 coded 2 or 3

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			values.					
47	5	Previous Location of tenant – Postcode Part 1	Postcode part 1 should conform to one of the following patterns : AN, ANN, AAN, AANN, ANA or AANA	Alphanumeric	4	Yes	_	Default only permitted if field 9 coded 2 or 3

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Field No.	Q. No.	Question Description	Permitted Values / Description	Data Type	Length / Format	Text Qualifier	Default Value	Validation
48	5	Previous Location of tenant – Postcode Part 2	Postcode part 2 should conform to the following pattern : NAA	Alphanumeric	3	Yes	_	Default only permitted if field 9 coded 2 or 3
49	6	Source of referral	Values 1 to 10 and 99 are permitted (see Excel lookup book for details)	Numeric	2	-	-1	Default only permitted if field 9 coded 2 or 3
50	7	Reason for Housing	Values 1 to 21 and 99 are permitted (see Excel lookup book for details)	Numeric	2	-	-1	Default only permitted if field 9 coded 2 or 3
51	8	Income & Benefits Question not answered	Indicates whether income and benefit details have been provided. Permitted values: 1 = Refused 2 = Not known 3 = Not Applicable	Numeric	1	-	-1	Must be default value if income questions have been answered, or at least total income given (field 79 greater than 0) Default also permitted if field 9 coded 2 or 3
52	8	Does Tenant or Partner receive income support or income based JSA?	Permitted values: 1 = Yes 2 = No	Numeric	1	-	-1	Must be coded 1 or 2 if income questions are answered, else default is permitted.
53	8	Weekly Income from earnings: Tenant	Tenants weekly income from earnings in pounds and pence. (e.g. £96.85 should be entered as 96.85)	Numeric	4.2	-	-1	Should be 0 if tenant not working (field 28 coded 3 to 8). Default permitted if field 9 coded 2 or 3. Default permitted if field 51 NOT default value.
54	8	Weekly Income from earnings: Partner	Partners weekly income from earnings in pounds and pence. (e.g. £96.85 should be entered as 96.85)	Numeric	4.2	-	-1	Should be 0 if partner not working (field 29 coded 3 to 8). Default permitted if field 9 coded 2 or 3. Default permitted if field 51 NOT default value. Should be default if no Partner in household.
55	8	Other income from employment/training: Tenant	Tenants weekly other income from employment or training in pounds and pence (e.g. £96.85 should be entered as 96.85)	Numeric	4.2	-	-1	Default permitted if field 9 coded 2 or 3. Default permitted if field 51 NOT default value.
56	8	Other income from employment/training: Partner	Partners weekly other income from employment or training in pounds and pence (e.g. £96.85 should be entered as 96.85)	Numeric	4.2	-	-1	Default permitted if field 9 coded 2 or 3. Default permitted if field 51 NOT default value.

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Field No.	Q. No.	Question Description	Permitted Values / Description	Data Type	Length / Format	Text Qualifier	Default Value	Validation
57	8	Jobseekers Allowance: Tenant	Tenants weekly Jobseekers Allowance in pounds and pence (e.g. £20.85 should be entered as 20.85)	Numeric	4.2	-	-1	Default permitted if field 9 coded 2 or 3. Default permitted if field 51 NOT default value.
58	8	Jobseekers Allowance: Partner	Partners weekly Jobseekers Allowance in pounds and pence (e.g. £20.85 should be entered as 20.85)	Numeric	4.2	-	-1	Default permitted if field 9 coded 2 or 3. Default permitted if field 51 NOT default value. Should be default if no Partner in household.
59	8	Working Tax Credits: Tenant	Tenants weekly Working Tax Credit in pounds and pence (e.g. £96.85 should be entered as 96.85)	Numeric	4.2	-	-1	Default permitted if field 9 coded 2 or 3. Default permitted if field 51 NOT default value.
60	8	Working Tax Credits: Partner	Partners weekly Working Tax Credit in pounds and pence (e.g. £96.85 should be entered as 96.85)	Numeric	4.2	-	-1	Default permitted if field 9 coded 2 or 3. Default permitted if field 51 NOT default value. Should be default if no Partner in household.
61	8	Child Benefit: Tenant	Tenants weekly Child Benefit in pounds and pence (e.g. £96.85 should be entered as 96.85)	Numeric	4.2	-	-1	Default permitted if field 9 coded 2 or 3. Default permitted if field 51 NOT default value. Should be 0 if none of persons 2 to 6 are under 19 (fields 12 - 16 coded -1 or >18)
62	8	Child Benefit: Partner	Partners weekly Child Benefit in pounds and pence (e.g. £96.85 should be entered as 96.85)	Numeric	4.2	-	-1	Default permitted if field 9 coded 2 or 3. Default permitted if field 51 NOT default value. Should be default if no Partner in household. Should be 0 if none of persons 3 to 6 are under 19 (fields 13 - 16 coded -1 or >18)
63	8	Child Tax Credit: Tenant	Tenants weekly Child Tax Credit in pounds and pence (e.g. £96.85 should be entered as 96.85)	Numeric	4.2	-	-1	Default permitted if field 9 coded 2 or 3. Default permitted if field 51 NOT default value. Should be 0 if none of persons 2 to 6 are under 19 (fields 12 - 16 coded -1 or >18)
64	8	Child Tax Credit: Partner	Partners weekly Child Tax Credit in pounds and pence (e.g. £96.85 should be entered as 96.85)	Numeric	4.2	-	-1	Default permitted if field 9 coded 2 or 3. Default permitted if field 51 NOT default value. Should be default if no Partner in household. Should be 0 if none of persons 3 to 6 are under 19 (fields 13 - 16 coded -1 or >18)

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Field No.	Q. No.	Question Description	Permitted Values / Description	Data Type	Length / Format	Text Qualifier	Default Value	Validation
65	8	State retirement pension: Tenant	Tenants weekly State retirement pension in pounds and pence (e.g. £96.85 should be entered as 96.85)	Numeric	4.2	-	-1	Default permitted if field 9 coded 2 or 3. Default permitted if field 51 NOT default value. If tenant is male (field 17 = 1) and under 65 (field 11 <65) then should be 0. If tenant is female (field 17 = 2) and under 60 (field 11 <60) then should be 0.
66	8	State retirement pension: Partner	Partners weekly State retirement pension in pounds and pence (e.g. £96.85 should be entered as 96.85)	Numeric	4.2	-	-1	Default permitted if field 9 coded 2 or 3. Default permitted if field 51 NOT default value. Should be default if no Partner in household. If partner is male (field 18 = 1) and under 65 (field 11 <65) then should be 0. If partner is female (field 18 = 2) and under 60 (field 11 <60) then should be 0.
67	8	Work/private pension: Tenant	Tenants weekly Work/ private pension in pounds and pence (e.g. £96.85 should be entered as 96.85)	Numeric	4.2	-	-1	Default permitted if field 9 coded 2 or 3. Default permitted if field 51 NOT default value.
68	8	Work/private pension: Partner	Partners weekly Work/ private pension in pounds and pence (e.g. £96.85 should be entered as 96.85)	Numeric	4.2	-	-1	Default permitted if field 9 coded 2 or 3. Default permitted if field 51 NOT default value. Should be default if no Partner in household.
69	8	Pensioner Tax Credit: Tenant	Tenants weekly Pensioner Tax Credit in pounds and pence (e.g. £96.85 should be entered as 96.85)	Numeric	4.2	-	-1	Default permitted if field 9 coded 2 or 3. Default permitted if field 51 NOT default value.
70	8	Pensioner Tax Credit: Partner	Partners weekly Pensioner Tax Credit in pounds and pence (e.g. £96.85 should be entered as 96.85)	Numeric	4.2	-	-1	Default permitted if field 9 coded 2 or 3. Default permitted if field 51 NOT default value. Should be default if no Partner in household.
71	8	Incapacity Benefit: Tenant	Tenants weekly Incapacity Benefit in pounds and pence (e.g. £96.85 should be entered as 96.85)	Numeric	4.2	-	-1	Default permitted if field 9 coded 2 or 3. Default permitted if field 51 NOT default value.
72	8	Incapacity Benefit: Partner	Partners weekly Incapacity Benefit in pounds and pence (e.g. £96.85 should be entered as 96.85)	Numeric	4.2	-	-1	Default permitted if field 9 coded 2 or 3. Default permitted if field 51 NOT default value.

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								Should be default if no Partner in household.
73	8	Income support / income based JSA: Tenant	Tenants weekly income support in pounds and pence (e.g. £96.85 should be entered as 96.85)	Numeric	4.2	-	-1	Default permitted if field 9 coded 2 or 3. Default permitted if field 51 NOT default value.

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Field No.	Q. No.	Question Description	Permitted Values / Description	Data Type	Length / Format	Text Qualifier	Default Value	Validation
74	8	Income support / income based JSA: Partner	Partners weekly income support in pounds and pence (e.g. £96.85 should be entered as 96.85)	Numeric	4.2	-	-1	Default permitted if field 9 coded 2 or 3. Default permitted if field 51 NOT default value. Should be default if no Partner in household.
75	8	Other state benefits: Tenant	Tenants weekly other state benefits in pounds and pence (e.g. £96.85 should be entered as 96.85)	Numeric	4.2	-	-1	Default permitted if field 9 coded 2 or 3. Default permitted if field 51 NOT default value.
76	8	Other state benefits: Partner	Partners weekly other state benefits in pounds and pence (e.g. £96.85 should be entered as 96.85)	Numeric	4.2	-	-1	Default permitted if field 9 coded 2 or 3. Default permitted if field 51 NOT default value. Should be default if no Partner in household.
77	8	Any other income (exclude Disability Living Allowance or Attendance Allowance: Tenant	Tenants weekly any other income in pounds and pence (e.g. £96.85 should be entered as 96.85)	Numeric	4.2	-	-1	Default permitted if field 9 coded 2 or 3. Default permitted if field 51 NOT default value.
78	8	Any other income (exclude Disability Living Allowance or Attendance Allowance: Partner	Partners weekly any other income in pounds and pence (e.g. £96.85 should be entered as 96.85)	Numeric	4.2	-	-1	Default permitted if field 9 coded 2 or 3. Default permitted if field 51 NOT default value. Should be default if no Partner in household.
79	8	Total weekly household income	Total weekly income of the household in pounds and pence (e.g. £196.85 should be entered as 196.85)	Numeric	4.2	-	-1	Default permitted if field 9 coded 2 or 3. Default if income Qs not answered (field 51 NOT default value) Else should not be less than the sum of all income fields (fields 53 to 78)
80	9	Disability Living Allowance: Care: Tenant	Tenants Disability Living Allowance (Care). Permitted Values: 1 = Higher 2 = Middle 3 = Lower	Numeric	1	-	-1	Default permitted if field 9 coded 2 or 3. Default permitted if field 51 NOT default value.
81	9	Disability Living Allowance: Care: Partner	Tenants Disability Living Allowance (Care). Permitted values: same as field 75	Numeric	1	-	-1	Default permitted if field 9 coded 2 or 3. Default permitted if field 51 NOT default value. Should be default if no Partner in household.

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82	9	Disability Living Allowance: Care: Child	Tenants Disability Living Allowance (Care). Permitted values: same as field 75	Numeric	1	-	-1	Default permitted if field 9 coded 2 or 3. Default permitted if field 51 NOT default value. Should be default if no child in household.
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Field No.	Q. No.	Question Description	Permitted Values / Description	Data Type	Length / Format	Text Qualifier	Default Value	Validation
83	9	Disability Living Allowance: Mobility: Tenant	Tenants Disability Living Allowance (Mobility). Permitted values: 1 = Yes 2 = No	Numeric	1	-	-1	Default permitted if field 9 coded 2 or 3. Default permitted if field 51 NOT default value.
84	9	Disability Living Allowance: Mobility: Partner	Partners Disability Living Allowance (Mobility). Permitted values: same as field 78	Numeric	1	-	-1	Default permitted if field 9 coded 2 or 3. Default permitted if field 51 NOT default value. Should be default if no Partner in household.
85	9	Disability Living Allowance: Mobility: Child	Childs Disability Living Allowance (Mobility). Permitted values: same as field 78	Numeric	1	-	-1	Default permitted if field 9 coded 2 or 3. Default permitted if field 51 NOT default value. Should be default if no child in household.
86	9	Attendance Allowance: Tenant	Tenants Attendance Allowance. Permitted values: same as field 78	Numeric	1	-	-1	Default permitted if field 9 coded 2 or 3. Default permitted if field 51 NOT default value.
87	9	Attendance Allowance: Partner	Partners Attendance Allowance. Permitted values: same as field 78	Numeric	1	-	-1	Default permitted if field 9 coded 2 or 3. Default permitted if field 51 NOT default value. Should be default if no Partner in household.
88	9	Attendance Allowance: Child	Childs Attendance Allowance. Permitted values: same as field 78	Numeric	1	-	-1	Default permitted if field 9 coded 2 or 3. Default permitted if field 51 NOT default value. Should be default if no child in household.
89	10	Total household savings	Total savings of the household. Values 1 to 6 are permitted (see Excel lookup book for details)	Numeric	1	-	-1	Default permitted if field 9 coded 2 or 3. Default permitted if field 51 NOT default value. Default permitted if field 90 NOT default value.
90	10	Savings question not answered	Permitted values: 1 = Refused 2 = Not known	Numeric	1	-	-1	Default permitted if field 9 coded 2 or 3. Default permitted if field 51 NOT default value.
91	11	Help with childcare costs	Permitted values: 1 = Yes	Numeric	1	-	-1	Default permitted if field 9 coded 2 or 3. Default permitted if field 51 NOT default

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			2 = No					value.
92	11	Invalid care allowance paid to carer	Permitted values: same as field 86	Numeric	1	-	-1	Default permitted if field 9 coded 2 or 3. Default permitted if field 51 NOT default value.

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Field No.	Q. No.	Question Description	Permitted Values / Description	Data Type	Length / Format	Text Qualifier	Default Value	Validation
93	11	Anyone in household registered blind	Permitted values: 1 = Yes 2 = No	Numeric	1	-	-1	Default permitted if field 9 coded 2 or 3. Default permitted if field 51 NOT default value.
94	Part C: ACCOMMODATION DETAILS	Council code of property	Three figure code for Unitary Authority within which the property to be let is situated. See Excel lookup book for list of permitted values.	Numeric	3	-	-1	Should not be default value.
95		Property postcode part 1	Postcode part 1 should conform to one of the following patterns : AN, ANN, AAN, AANN, ANA or AANA	Alphanumeric	4	Yes	_	Should not be default value.
96		Property postcode part 2	Postcode part 2 should conform to the following pattern : NAA	Alphanumeric	3	Yes	_	Should not be default value.
97		Floor level	Enter floor level number or “-2” for ground or “-3” for basement level.	Alphanumeric	2	Yes	_	Should not be default value.
98	12a	Dwelling type	Type of dwelling. Values 1 to 5 and 99 are permitted (see Excel lookup book for details)	Numeric	2	-	-1	Should not be default value.
99	12b	Apartment Size	Number of habitable rooms in property. Values between 1 and 10 are permitted (bedsit = 1)	Numeric	2	-	-1	Should not be default value.
100	12c	Number of bedspaces /persons (for HAs only)	Number of bedspaces in property. Values between 1 and 20 are permitted.	Numeric	2	-	-1	Should not be default value.
101	12d	Scottish Quality Housing Standard	Does the property meet the Scottish Housing Quality Standard? Permitted values: 1 = Yes 2 = No 3 = Don't Know	Numeric	1	-	-1	Should not be default value.
102	12d	Other Scottish Social Housing Standard	If answer to Q12d is “No”, please specify on which grounds it fails. Values 1 to 5 are permitted (see Excel lookup book for details)	Numeric	1	-	-1	Should be default value unless field 101 is coded 2.

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Field No.	Q. No.	Question Description	Permitted Values / Description	Data Type	Length / Format	Text Qualifier	Default Value	Validation
103	12e	Design Type	Design type of property. Values 1 to 4 and 99 are permitted (see Excel lookup book for details)	Numeric	2	-	-1	Should not be default value.
104	12f	Wheelchair standard	Does the property comply with wheelchair standard? Permitted values: 1 = Yes 2 = No	Numeric	1	-	-1	Should not be default value.
105	13a	Reason for vacancy	Values 1 to 8 are permitted (see Excel lookup book for details)	Numeric	1	-	-1	Should not be default value.
106	13b	Furnished letting	Permitted values: 1 = Yes 2 = No	Numeric	1	-	-1	-
107	13c i.	Was vacancy under CBL approach	Permitted values: 1 = Yes 2 = No	Numeric	1	-	-1	-
108	13c ii.	Was vacancy through a CHR	Permitted values: 1 = Yes 2 = No	Numeric	1	-	-1	-
109	14a	Void Date	Date property became void.	Date	dd/mm/yy	-	01/01/99	Cannot be default value.
110	14b	Major repairs completion date	Date major repairs were completed on the property. Only to be completed if within void period & is MAJOR repair.	Date	dd/mm/yy	-	01/01/99	-
111	14c	Number of refusals by previous applicants	Values 1 to 300 are permitted.	Numeric	3	-	-1	Should not be default value.
112	15a	Rent period	Values 1 to 4 and 99 are permitted (see Excel lookup book for details)	Numeric	2	-	-1	Should not be default value.
113	15a	Rent weeks in year	Values 1 to 3 and 99 are permitted (see Excel lookup book for details)	Numeric	2	-	-1	Should not be default value.
114	15b	Basic rent	Rent charged per rent period in pounds and pence. (e.g. £54.95 should be entered as 54.95)	Numeric	3.2	-	-1	Cannot be default value.

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Field No.	Q. No.	Question Description	Permitted Values / Description	Data Type	Length / Format	Text Qualifier	Default Value	Validation
115	15c	Service charges eligible for housing benefit	In pounds and pence. (e.g. £54.95 should be entered as 54.95)	Numeric	3.2	-	-1	-
116	15d	Charges not eligible for housing benefit	In pounds and pence. (e.g. £54.95 should be entered as 54.95)	Numeric	3.2	-	-1	-
117	15e	Total housing costs per rent period	In pounds and pence. (e.g. £54.95 should be entered as 54.95)	Numeric	3.2	-	-1	Cannot be default value.
118		Name of person completing log		Alphanumeric	50	Yes	-	-