

VERSION 24 : lets from 01/04/09		Organisation code <input type="text"/>	Letting code <input type="text"/>
SCORE LETTINGS LOG STRICTLY CONFIDENTIAL			
Scheme Code Scheme = 1 Management agreement = 2 <input type="checkbox"/> Owned by other body = 3	Office Area Code <input type="text"/>	TYPE OF TENANCY SST = 1 Short SST = 2 Occupancy = 3 Enter Code <input type="checkbox"/>	TENANCY STATUS Sole = 1 Shared = 2 Joint = 3 Enter Code <input type="checkbox"/>
			TENANCY START DATE Day Month Year <input type="text"/> : <input type="text"/> : <input type="text"/>

Landlord/letting details (tick only one) Housing association <input type="checkbox"/> Local authority <input type="checkbox"/>	General needs letting <input type="checkbox"/>	Supported letting <input type="checkbox"/>
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PART A: HOUSEHOLD DETAILS	Interview Held = 1	Unable to interview = 2	Interview refused = 3	Enter Code <input type="text"/>
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<p>1. HOUSEHOLD CHARACTERISTICS Enter age, sex and economic activity of all members</p> <p style="text-align:center;">See sheet for codes</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td></td> <td style="text-align:center;">P1</td> <td style="text-align:center;">P2</td> <td style="text-align:center;">P3</td> <td style="text-align:center;">P4</td> <td style="text-align:center;">P5</td> <td style="text-align:center;">P6</td> <td></td> </tr> <tr> <td style="text-align:right;">Age</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td rowspan="5" style="vertical-align: top;"> Persons in household Enter No <input type="text"/> </td> </tr> <tr> <td style="text-align:right;">Sex</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td style="text-align:right;">Relationship to P1</td> <td style="background-color: #cccccc;"><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td style="text-align:right;">Economic Status</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td style="text-align:right;">Average Hours Worked*</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table> <p style="text-align:right; font-size: small;">*IF ECONOMIC STATUS = 1 or 2</p>		P1	P2	P3	P4	P5	P6		Age	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Persons in household Enter No <input type="text"/>	Sex	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Relationship to P1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Economic Status	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Average Hours Worked*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<p style="text-align:center;">See sheet for codes</p> <p>3. WAS HOUSEHOLD HOMELESS IMMEDIATELY PRIOR TO THIS LETTING? Enter Code <input type="text"/></p> <hr/> <p>4a. PREVIOUS LIVING CIRCUMSTANCES OF TENANT Enter Code <input type="text"/></p> <p>4b. IF QUESTION 4a's ANSWER = 10, STATE PREVIOUS LIVING CIRCUMSTANCES PRIOR TO TEMPORARY ACCOMMODATION <input type="text"/></p> <hr/> <p>5. PREVIOUS LOCATION OF TENANT Enter Codes</p> <p>Council Code <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <hr/> <p>6. SOURCE OF REFERRAL TO HOUSING LIST/ TRANSFER LIST/CHR Enter Code <input type="text"/></p> <hr/> <p>7. WHAT WAS THE MAIN IMMEDIATE REASON WHY THE HOUSEHOLD LEFT THEIR LAST SETTLED HOME? (Tenant's perception) Enter Code <input type="text"/></p>
	P1	P2	P3	P4	P5	P6																																							
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<p>2. ETHNIC ORIGIN Enter Code</p> <p>2a. ETHNICITY OF TENANT Ask tenant to indicate from Ethnic codes list <input type="text"/></p> <p>2b. ARE THERE ANY MEMBERS OF THE HOUSEHOLD THAT ARE OF A DIFFERENT ETHNIC GROUP? Yes = 1 <input type="checkbox"/> No = 2 <input type="checkbox"/></p> <p>ETHNIC REFUSED Refused = 1 <input type="checkbox"/> Not Known = 2 <input type="checkbox"/></p>																																													

Part B: INCOME & BENEFIT DETAILS (Weekly Amounts)	Refused = 1	Not known = 2	Not Applicable = 3	Enter Code <input type="text"/>
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<p>8. WEEKLY INCOME</p> <p>Does tenant/partner receive Income Support or Income Based Jobseekers Allowance? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>-----</p> <p>HOW IS WEEKLY INCOME MADE UP?</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:20%;"></td> <td style="width:20%; text-align:center;">TENANT</td> <td style="width:20%; text-align:center;">PARTNER</td> </tr> <tr> <td>Employment/Training</td> <td></td> <td></td> </tr> <tr> <td>Earnings</td> <td>£ <input type="text"/></td> <td>£ <input type="text"/></td> </tr> <tr> <td>Other income from employment/training</td> <td>£ <input type="text"/></td> <td>£ <input type="text"/></td> </tr> <tr> <td>Jobseekers Allowance (contribution-based)</td> <td>£ <input type="text"/></td> <td>£ <input type="text"/></td> </tr> <tr> <td>Working Tax Credit</td> <td>£ <input type="text"/></td> <td>£ <input type="text"/></td> </tr> <tr> <td>Family benefits</td> <td></td> <td></td> </tr> <tr> <td>Child Benefit</td> <td>£ <input type="text"/></td> <td>£ <input type="text"/></td> </tr> <tr> <td>Child Tax Credit</td> <td>£ <input type="text"/></td> <td>£ <input type="text"/></td> </tr> </table>		TENANT	PARTNER	Employment/Training			Earnings	£ <input type="text"/>	£ <input type="text"/>	Other income from employment/training	£ <input type="text"/>	£ <input type="text"/>	Jobseekers Allowance (contribution-based)	£ <input type="text"/>	£ <input type="text"/>	Working Tax Credit	£ <input type="text"/>	£ <input type="text"/>	Family benefits			Child Benefit	£ <input type="text"/>	£ <input type="text"/>	Child Tax Credit	£ <input type="text"/>	£ <input type="text"/>	<table style="width:100%; border-collapse: collapse;"> <tr> <td></td> <td style="text-align:center;">TENANT</td> <td style="text-align:center;">PARTNER</td> </tr> <tr> <td>Retirement payments</td> <td></td> <td></td> </tr> <tr> <td>State retirement pension</td> <td>£ <input type="text"/></td> <td>£ <input type="text"/></td> </tr> <tr> <td>Work/private pension</td> <td>£ <input type="text"/></td> <td>£ <input type="text"/></td> </tr> <tr> <td>Pensioner Tax Credit</td> <td>£ <input type="text"/></td> <td>£ <input type="text"/></td> </tr> <tr> <td>Sickness/Incapacity benefit/ESA</td> <td></td> <td></td> </tr> <tr> <td>Incapacity Benefit/ESA</td> <td>£ <input type="text"/></td> <td>£ <input type="text"/></td> </tr> <tr> <td>Other income</td> <td></td> <td></td> </tr> <tr> <td>Income support/ JSA income-based</td> <td>£ <input type="text"/></td> <td>£ <input type="text"/></td> </tr> <tr> <td>Other state benefits/ pensions</td> <td>£ <input type="text"/></td> <td>£ <input type="text"/></td> </tr> <tr> <td>Any other income EXCLUDE any Disability Living Allowance & Attendance Allowance</td> <td>£ <input type="text"/></td> <td>£ <input type="text"/></td> </tr> <tr> <td>TOTAL WEEKLY HOUSEHOLD INCOME</td> <td colspan="2" style="text-align:right;">£ <input type="text"/></td> </tr> </table>		TENANT	PARTNER	Retirement payments			State retirement pension	£ <input type="text"/>	£ <input type="text"/>	Work/private pension	£ <input type="text"/>	£ <input type="text"/>	Pensioner Tax Credit	£ <input type="text"/>	£ <input type="text"/>	Sickness/Incapacity benefit/ESA			Incapacity Benefit/ESA	£ <input type="text"/>	£ <input type="text"/>	Other income			Income support/ JSA income-based	£ <input type="text"/>	£ <input type="text"/>	Other state benefits/ pensions	£ <input type="text"/>	£ <input type="text"/>	Any other income EXCLUDE any Disability Living Allowance & Attendance Allowance	£ <input type="text"/>	£ <input type="text"/>	TOTAL WEEKLY HOUSEHOLD INCOME	£ <input type="text"/>	
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Part B (Cont.): INCOME & BENEFIT DETAILS (Weekly Amounts)

9. DISABILITY BENEFITS

(NB : Disability Benefit amount NOT to be included in total income)

Please tick if anyone receives: Tenant Partner Child

Disability Living Allowance (Care)

Higher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Middle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lower	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Disability Living Allowance (Mobility)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Attendance Allowance

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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10. TOTAL HOUSEHOLD SAVINGS AND CAPITAL

Nil	= 1	Enter code if:	
Under £3000	= 2	Refused	= 1
£3000 to £6000	= 3	Not Known	= 2
£6001 to £8000	= 4		
£8001 to £16000	= 5		
Over £16000	= 6		

11. ADDITIONAL QUESTIONS AFFECTING PREMIUMS AND DISREGARDS

	YES	NO
Do you get help with childcare costs?	<input type="checkbox"/>	<input type="checkbox"/>
Do you or anyone in your household receive Carer's Allowance?	<input type="checkbox"/>	<input type="checkbox"/>
Are you or anyone else living in the house registered blind?	<input type="checkbox"/>	<input type="checkbox"/>

Part C: ACCOMMODATION DETAILS

Council Area Postcode Floor level

Code of Property (Do not leave blank) (Do not leave blank)

12. TYPE OF PROPERTY

a) Dwelling type Please complete all boxes

Flat/maisonette - multi-storey block = 1	House = 4	<input type="checkbox"/>
Flat - 4-in-a-block = 2	Bungalow = 5	<input type="checkbox"/>
Flat - tenement and other = 3	Other = 99	<input type="checkbox"/>

b) Apartment size (bedsit = 1)

c) No of bedspaces/persons (For HAs only.)

d) Does the property meet the Scottish Housing Quality Standard?

Yes = 1 No = 2 Don't know = 3

If no, please specify on which grounds it fails:
 Fails standard: below tolerable standard = 1
 in serious disrepair = 2
 energy inefficient = 3
 lacking modern facilities/services = 4
 health/safety/security considerations = 5

e) Design type

Amenity/Alarm = 1	Shared Living = 4	<input type="checkbox"/>
Sheltered/Warden = 2	Other = 99	<input type="checkbox"/>
General purposes = 3		

f) Wheelchair standard
 Yes = 1 No = 2

13. TYPE OF LETTING

a) Reason for vacancy

New let = 1
 Relet due to -
 internal transfer = 2 previous tenant died (no succession) = 6
 previous tenant moved to (other) LA = 3 property abandoned by previous tenant = 7
 previous tenant moved to (other) RSL = 4 previous tenant evicted = 8
 previous tenant moved to private sector or other accommodation = 5

b) Furnished letting

Yes = 1 No = 2

c) Was the vacancy let:
 i. under a choice-based letting (CBL) approach (i.e. through open advertisement)

Yes = 1 No = 2

ii. through a common housing register (CHR)

Yes = 1 No = 2

14. VOID HISTORY (Do not leave blank)

a) Void (or newbuild handover) date

Day	Month	Year
:	:	:

b) Major repairs completion date*

(*if major repairs carried out during void period)

c) Has this property been refused by a previous applicant? (Enter number of refusals)

15. RENT AND OTHER HOUSING COSTS (Do not leave blank)

a) Rent period Enter Code

Weekly = 1	Fortnightly = 2	<input type="text"/>
Four weekly = 3	Calendar month = 4	
	Other = 99	

Is this a :
 48 week year = 1 52 week year = 2
 50 week year = 3 Other = 99

b) Basic rent £

c) Service charges (eligible for HB) £

d) Other charges (not eligible for HB) £

e) TOTAL HOUSING COSTS (b+c+d) £

Name of person completing log: