

# Submit social housing lettings and sales data (CORE)

2023/24 Sales Official sensitive when completed (personal data)



Department for Levelling Up,  
Housing & Communities

You must submit this data online at

[submit-social-housing-lettings-sales-data.service.gov.uk](https://submit-social-housing-lettings-sales-data.service.gov.uk).

It might be quicker to complete the form directly online.

Select only one answer, unless it says otherwise.

## Set up this sales log

**Q1 - What is the sale completion date?**

D	D	M	M	Y	Y	Y	Y
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**Q2 - What is the purchaser code?** Optional

This is how you usually refer to this buyer on your own systems

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**Q3 - Was this purchase made through an ownership scheme?**

1  Yes – a shared ownership scheme

A shared ownership sale is when the purchaser buys up to 75% of the property value and pays rent to the Private Registered Provider (PRP) on the remaining portion.

Complete section **A**, skip sections **B** and **C**

**Q4 - What is the type of shared ownership sale?**

- 2  Shared ownership (old model lease)
- 30  Shared ownership (new model lease)
- 18  Social Homebuy - shared ownership
- 16  Home ownership for people with Long-Term Disabilities (HOLD)
- 24  Older Persons shared ownership (OPSO)
- 28  Rent to Buy - shared ownership
- 31  Right to Shared Ownership (RtSO)
- 32  London Living Rent - shared ownership

2  Yes – a discounted ownership scheme

Complete section **B**, skip sections **A** and **C**

**Q5 - What is the type of discounted ownership sale?**

- 8  Right to Acquire (RTA)
- 14  Preserved Right to Buy (PRTB)
- 27  Voluntary Right to Buy (VRTB)
- 9  Right to Buy (RTB)
- 29  Rent to Buy
- 21  Social HomeBuy
- 22  Any other equity loan scheme

3  No – this is an outright or other sale

Complete section **C**, skip sections **A** and **B**

**Q6 - What is the type of outright sale?**

10  Outright sale

12  Other:

OUTRIGHT SALE ONLY

**Q7 - Is the buyer a company?**

1  Yes

2  No

**Q8 - Will the buyer(s) live in the property?**

1  Yes

2  No

**Q9 - Is this a joint purchase?**

1  Yes

**Q10 - Are there more than 2 joint buyers of this property?**

1  Yes

2  No

3  Don't know

2  No

## Property information

**Q11 - How many bedrooms does the property have?**

For bedsits, enter '1'

**Q12 - What type of unit is the property?**

1  Flat or maisonette

2  Bedsit

3  House

4  Bungalow

9  Other:

**Q13 - What type of building is the property?**

1  Purpose-built

2  Converted from previous residential or non-residential property

**Q14 - If known, enter this property's UPRN**

The Unique Property Reference Number (UPRN) is a unique number system created by Ordnance Survey and used by housing providers and sectors UK-wide. For example 10010457355.

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**Q15 - If UPRN is not known, enter this property's address**

**Address line 1**

**Address line 2** Optional

**Town or City**

**County** Optional

**Postcode**

**Q16 - What is the property's local authority?**

**Q17 - Is the property built or adapted to wheelchair-user standards?**

- 1  Yes  
2  No  
3  Don't know

## Household characteristics

Skip this section if the buyer is a company

**Q18 - Did you interview the buyer to answer these questions?**

You should still try to answer all questions even if the buyer wasn't interviewed in person

- 2  Yes

**Q19 - Has the buyer seen the DLUHC privacy notice?**

You should show the privacy notice to the buyer before completing this log

- 1  Yes  
 No

- 1  No

**Q20 - Do you know buyer 1's age?**

- Yes

**What is buyer 1's age?**

 years

- No  
 Buyer prefers not to say

**Q21 - Which of these best describes buyer 1's gender identity?**

Use these codes for other the occupants in Box A

- F  Female  
M  Male  
X  Non-binary  
R  Buyer prefers not to say

**Q22 - What is buyer 1's ethnic group?**

- White  
 Mixed or Multiple ethnic groups  
 Asian or Asian British  
 Black, African, Caribbean or Black British  
 Arab or other ethnic group  
 Buyer prefers not to say

**Q23 - Which of the following best describes buyer 1's ethnic background?**

Select an option for the ethnic group you answered for Q22

**White**

- 1  English, Welsh, Scottish, Northern Irish or British  
2  Irish  
18  Gypsy or Irish Traveller  
3  Other white background

**Mixed or Multiple ethnic groups**

- 4  White and Black Caribbean  
5  White and Black African  
6  White and Asian  
7  Other mixed background

**Asian or Asian British**

- 8  Indian  
9  Pakistani  
10  Bangladeshi  
15  Chinese  
11  Other Asian or Asian British background

**Black, African, Caribbean or Black British**

- 13  African  
12  Caribbean  
14  Other Black or Black British background

**Arab or other ethnic group**

- 19  Arab  
16  Any other ethnic group  
17  Buyer prefers not to say

**Q24 - What is buyer 1's nationality?**

- 18  United Kingdom  
17  Republic of Ireland  
19  European Economic Area, excluding Ireland

The EEA includes Member States of the EU, plus Iceland, Liechtenstein and Norway

- 13  Buyer prefers not to say  
12  Other:

**Q25 - Which of these best describes buyer 1's working situation?**

Use these codes for other the occupants in Box B

- 1  Full-time (30 hours +)  
2  Part-time (less than 30 hours)  
3  In government training into work  
4  Jobseeker  
5  Retired  
6  Not seeking work  
7  Full-time student  
8  Unable to work due to long-term sickness or disability  
9  Child under 16  
0  Other  
10  Buyer prefers not to say

**Q26 - Will buyer 1 live in the property?**

- 1  Yes
- 2  No

JOINT PURCHASE ONLY

**Q27 - What is buyer 2's relationship to buyer 1?**

- P  Parent
- C  Child
- X  Other
- R  Buyer prefers not to say

**Q28 - Do you know buyer 2's age?**

- Yes

What is buyer 2's age?

years

- No
- Buyer prefers not to say

**Q29 - Which of these best describes buyer 2's gender identity?**

Use these codes for other the occupants in Box A

- F  Female
- M  Male
- X  Non-binary
- R  Buyer prefers not to say

**Q30 - What is buyer 2's ethnic group?**

- White
- Mixed or Multiple ethnic groups
- Asian or Asian British
- Black, African, Caribbean or Black British
- Arab or other ethnic group
- Buyer prefers not to say

**Q31 - Which of the following best describes buyer 2's ethnic background?**

Select an option for the ethnic group you answered for Q29

**White**

- 1  English, Welsh, Scottish, Northern Irish or British
- 2  Irish
- 18  Gypsy or Irish Traveller
- 3  Other white background

**Mixed or Multiple ethnic groups**

- 4  White and Black Caribbean
- 5  White and Black African
- 6  White and Asian
- 7  Other mixed background

**Asian or Asian British**

- 8  Indian
- 9  Pakistani
- 10  Bangladeshi
- 15  Chinese
- 11  Other Asian or Asian British background

**Black, African, Caribbean or Black British**

- 13  African
- 12  Caribbean
- 14  Other Black or Black British background

**Arab or other Ethnic group**

- 19  Arab
- 16  Other ethnic group
- 17  Buyer prefers not to say

**Q32 - What is buyer 2's nationality?**

- 18  United Kingdom
- 17  Republic of Ireland
- 19  European Economic Area, excluding Ireland  
The EEA includes Member States of the EU, plus Iceland, Liechtenstein and Norway
- 13  Buyer prefers not to say
- 12  Other:

**Q33 - Which of these best describes buyer 2's working situation?**

Use these codes for other the occupants in Box B

- 1  Full-time (30 hours +)
- 2  Part-time (less than 30 hours)
- 3  In government training into work
- 4  Jobseeker
- 5  Retired
- 6  Not seeking work
- 7  Full-time student
- 8  Unable to work due to long-term sickness or disability
- 9  Child under 16
- 0  Other
- 10  Prefers not to say

**Q34 - Will buyer 2 live in the property?**

- 1  Yes
- 2  No

**Q35 - Besides the buyer(s), how many other people live or will live in the property?**

You can provide details for a maximum of 4 other people if there are 2 buyers, or 5 other people if there is only 1 buyer

**Q36-Q55 - Others living in the property (other occupants, not buyers)**

Skip person 2 if there is a second buyer

	Relationship to buyer 1?				Age Years	Gender Box A	Working Box B
	Child	Partner	Other	Prefers not to say			
2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Household situation

### Q56 - What was buyer 1's previous tenure?

- 1  Local authority tenant
- 2  Private registered provider or housing association tenant
- 3  Private tenant
- 5  Owner occupier
- 4  Tied home or renting with job
- 6  Lived with family or friends
- 7  Temporary accommodation
- 9  Other
- R  Don't know

### Q57 - Do you know the postcode of buyer 1's last settled accommodation?

This is also known as the household's 'last settled home'

- 1  Yes, enter postcode:
- 2  Don't know

### Q58 - What is the local authority of buyer 1's last settled accommodation? If known

### Q59 - What organisations were the buyers registered with?

Tick all that apply

- Their private registered provider (PRP) - housing association
- Other private registered provider (PRP) - housing association
- Local authority
- Help to Buy agent

#### JOINT PURCHASE ONLY

### Q60 - At the time of purchase, was buyer 2 living at the same address as buyer 1?

- 1  Yes
- 2  No

### Q61 - What was buyer 2's previous tenure?

- 1  Local authority tenant
  - 2  Private registered provider / housing association tenant
  - 3  Private tenant
  - 5  Owner occupier
  - 4  Tied home or renting with job
  - 6  Lived with family or friends
  - 7  Temporary accommodation
  - 9  Other
  - R  Don't know
- 3  Don't know

## Other household information

### Q62 - Have any of the buyers ever served as a regular in the UK armed forces?

A regular is somebody who has served in the Royal Navy, the Royal Marines, the Royal Air Force or army full time and does not include reserve forces

- 1  Yes

### Q63 - Is the buyer still serving in the UK armed forces?

- 4  Yes
- 5  No – they left up to and including 2 years ago
- 6  No – they left more than 2 years ago
- 7  No
- 3  Buyer prefers not to say
- 8  Don't know

### Q64 - Are any of the buyers a spouse or civil partner of a UK armed forces regular who died in service within the last 2 years?

- 4  Yes
- 5  No
- 6  Buyer prefers not to say
- 7  Don't know

### Q65 - Does anyone in the household consider themselves to have a disability?

This includes any long-term health condition that has an impact on the person's day-to-day life

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

### Q66 - Does anyone in the household use a wheelchair?

This can be inside or outside the home

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

## Income, benefits and outgoings

### Q67 - Do you know buyer 1's annual income?

Provide the gross annual income (i.e. salary before tax) plus the annual amount of benefits, Universal Credit or pensions, and income from investments

- Yes, enter amount: £
- Don't know

### Q68 - Was buyer 1's income used for a mortgage application? (if applicable)

- 1  Yes
- 2  No

## JOINT PURCHASE ONLY

**Q69 - Do you know buyer 2's annual income? (if applicable)**

Provide the gross annual income (i.e. salary before tax) plus the annual amount of benefits, Universal Credit or pensions, and income from investments

Yes, enter amount: £

Don't know

**Q70 - Was buyer 2's income used for a mortgage application? (if applicable)**

1  Yes

2  No

**Q71 - Were the buyers receiving any of these housing-related benefits immediately before buying this property?**

2  Housing benefit

3  Universal Credit housing element

1  Neither

4  Don't know

**Q72 - Do you know how much the buyer had in savings before they paid any deposit for the property?**

Enter their total savings to the nearest £10

Yes, enter amount: £

Don't know

**Q73 - Have any of the buyers previously owned a property?**

1  Yes

**Q74 - Was the previous property under shared ownership?**

For any buyer

1  Yes

2  No

3  Don't know

2  No

3  Don't know

**A Sale information (shared ownership)**

Only complete this section if you answered 'Yes – a shared ownership scheme' for Q3

**Q75 - Did the buyer(s) live in the property before purchasing it?**

Yes

**How long did they live there?**

You should round up to the nearest year

 years

No

**Q76 - Is this a staircasing transaction?**

A staircasing transaction is when the household purchases more shares in their property, increasing the proportion they own and decreasing the proportion the housing association owns. Once the household purchases 100% of the shares, they own the property.

1  Yes

**Q77 - What percentage of the property has been bought in this staircasing transaction?**
 %
**Q78 - What percentage of the property do the buyers now own in total?**
 %
**Q79 - Was this transaction part of a back-to-back staircasing transaction to facilitate sale of the home on the open market?**

1  Yes

2  No

3  Don't know

2  No

3  Don't know

**Q80 - Is this a resale?**

If the social landlord has previously sold the property to another buyer and is now reselling the property, tick 'yes'. If this is the first time the property has been sold, tick 'no'.

1  Yes

2  No

**Q81 - What is the exchange of contracts date?**

This is the date on which the sale becomes legally binding with an exchange of signed contracts between the vendor and the buyer. Where properties are sold 'off plan' (such as while the property is still being built), the exchange of contracts date may happen before the practical completion or handover date.

**Q82 - What is the practical completion or handover date?**

This is the date on which the building contractor hands over responsibility for the completed property to the private registered provider (PRP).

**Q83 - Was the household rehoused under a 'local authority nominations agreement'?**

A local authority nominations agreement is a written agreement between a local authority and private registered provider (PRP) that some or all of its sales vacancies are offered to local authorities for rehousing.

1  Yes

2  No

3  Don't know

**Q84 - Was the buyer a private registered provider, housing association or local authority tenant immediately before this sale?**1  Yes**Q85 - How many bedrooms did the buyer's previous property have?**

For bedsits, enter '1'

**Q86 - What was the previous property type?**

- 1  Flat or maisonette  
 2  Bedsit  
 3  House  
 4  Bungalow  
 9  Other

**Q87 - What was the buyer's previous tenure?**

- 1  Social Rent  
 2  Affordable Rent  
 3  London Affordable Rent  
 9  Other  
 10  Don't know

2  No**Q88 - What is the full purchase price?**

Enter the full purchase price of the property **before** any discounts are applied. For shared ownership, enter the full purchase price paid for 100% equity (this is equal to the value of the share owned by the PRP plus the value bought by the purchaser).

**Q89 - What was the initial percentage equity stake purchased?**

Enter the amount of initial equity held by the purchaser (for example, 25% or 50%)

**Q90 - Was a mortgage used for the purchase of this property?**1  Yes**Q91 - What is the mortgage amount?**

Enter the amount of mortgage agreed with the mortgage lender. Exclude any deposits or cash payments.

**Q92 - What is the name of the mortgage lender?****Q93 - What is the length of the mortgage?**

You should round up to the nearest year. Value should not exceed 60 years.

**Q94 - Does this include any extra borrowing?**

- 1  Yes  
 2  No  
 3  Don't know

2  No**Q95 - How much was the cash deposit paid on the property?**

Enter the total cash sum paid by the buyer towards the property that was not funded by the mortgage

**Q96 - How much cash discount was given through Social HomeBuy? (if applicable)**

Enter the total cash discount given on the property being purchased through the Social HomeBuy scheme

**Q97 - What is the basic monthly rent?**

Before any charges

**Q98 - Does the property have any monthly leasehold charges?**

For example, service and management charges

 Yes, enter amount:
 No
**B Sale information (discounted ownership)**

Only complete this section if you answered 'Yes – a discounted ownership scheme' for Q4

**Q99 - Did the buyer(s) live in the property before purchasing it?**
 Yes
**How long did they live there?**

You should round up to the nearest year

 No
**Q100 - What is the full purchase price?**

For all schemes, including Right to Acquire (RTA), Right to Buy (RTB), Voluntary Right to Buy (VRTB) or Preserved Right to Buy (PRTB) sales, enter the full price of the property without any discount.

**Q101 - What was the amount of any loan, grant, discount, or subsidy given? (if applicable)**

For all schemes except Right to Buy (RTB), Preserved Right to Buy (PRTB), Voluntary Right to Buy (VRTB) and Rent to Buy

**Q102 - What was the percentage discount? (if applicable)**

For Right to Buy (RTB), Preserved Right to Buy (PRTB) and Voluntary Right to Buy (VRTB). For capped discount, enter capped %. If property is sold to an existing tenant under RTB, PRTB or VRTB, enter % discount from full market value.







## Privacy notice - new social housing tenants and buyers

### How do we use your information?

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

### How do we get this information?

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 residents, tenancy or sale, and the dwelling itself. Some of this data is personal and sensitive, so DLUHC is responsible for ensuring it's processed in line with data protection legislation.

### Why do we share this information?

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

### How does this affect you?

Information sharing will not affect your benefits, services or any treatments you receive. It's anonymous and handled in accordance with the law. We collect and share your information to help us better understand the social housing market and inform social housing policy.

### To find out more...

Social housing lettings and sales data is collected on DLUHC's behalf. Data providers do not require the tenant or buyer's consent to provide this information, but tenants and buyers have the right to know how and for what purpose data is being collected, held and used.

Data processing must have a lawful basis. In this case it's necessary for a task carried out in the public interest meeting a function of the Crown, a Minister of the Crown, or government department.

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

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

Collected data 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're aware some collected data is particularly sensitive. For example:

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

DLUHC publishes data annually, in aggregate form, as part of a report and complementary tables.

- For annual lettings data, visit: [www.gov.uk/government/collections/rents-lettings-and-tenancies](http://www.gov.uk/government/collections/rents-lettings-and-tenancies)
- For annual sales data, visit: [gov.uk/government/collections/social-housing-sales-including-right-to-buy-and-transfers](http://gov.uk/government/collections/social-housing-sales-including-right-to-buy-and-transfers)

Detail-level data is anonymised and protected, minimising identification risk. It's held with the UK Data Archive.

### Complaints

If you're unhappy with any privacy notice aspect, or how we process your information, contact the Department Data Protection Officer: [dataprotection@communities.gsi.gov.uk](mailto:dataprotection@communities.gsi.gov.uk)

You also have the right to complain to the Information Commissioner's Office (ICO): [ico.org.uk/concern](http://ico.org.uk/concern)