

IN THE GRENFELL TOWER INQUIRY

ML/2

CORE Lettings Log 2016/17

STRICTLY CONFIDENTIAL

Is this an **Affordable Rent** log
or **Social Letting** Log?AR ☐ Social ☐

1. Key Dates (e.g. 12/05/16)

Day Month Year

Tenancy start date

DO NOT LEAVE BLANK

050916

LANDLORD / LETTINGS DETAILS

✓ one only

1a. Type of Letting

Private Registered Provider
(HA) Landlord

Letting in

A General Needs unit ☒ 1 5A Supported unit ☐ 2 6

OR

Local Authority landlord:

Letting in

A General Needs unit ☐ 3 7A Supported unit ☐ 4 8

FOR GENERAL NEEDS HOUSING ONLY

1b. Who is the landlord on the tenancy agreement?

This landlord ☐ 1Another RP (HA/LA) ☐ 2

CORE code

If another RP (HA/LA)

Name RBKC

FOR SUPPORTED HOUSING ONLY

1c. Please enter the management group and scheme code for the property

Management group code

Scheme code

1d. Is this the first letting in a supported housing unit / bed space which has been newly built, converted or newly acquired?

Yes ☐ 1No ☐ 2

TENANCY DETAILS

2a. Is this a starter / introductory tenancy?

Yes ☐ 1No ☒ 2

2b. Type of main tenancy (after any starter/introductory period)

Secure (inc flexible) ☒ 1

Licence agreement

☐ 5

Assured

☐ 2

Other

☐ 3

Assured shorthold

☐ 4

Tenant Code

2c. If the main tenancy is a fixed term tenancy, please provide the length of the fixed term (to the nearest year) excluding any starter/introductory period

Years

HOUSEHOLD DETAILS

3. HOUSEHOLD CHARACTERISTICS. Enter all demographic details required for person 1. For all other household members enter age, sex, relationship to person 1 and economic status. If joint tenancy, enter most economically active tenant first.

| | Age | Sex | Relationship to person 1 | Economic status | Ethnicity | Nationality |
|----------|-----|-----|--------------------------|-----------------|-----------|-------------|
| Person 1 | | F | | | | |
| Person 2 | | | | | | |
| Person 3 | | | | | | |
| Person 4 | | | | | | |
| Person 5 | | | | | | |
| Person 6 | | | | | | |
| Person 7 | | | | | | |
| Person 8 | | | | | | |

PLEASE ENTER RELEVANT CODE. PLEASE REFER TO CODE LISTS BELOW

Sex
M = Male
F = Female
R = Refused

Relationship to person 1
P = Partner
C = Child (eligible for child benefit, under 16 or under 20 if still in full-time education)
X = Other
R = Refused

Age: Enter the age of each household member in years. Use whole numbers for the ages of children. For those aged 0-1 enter "1" in the box. If age has been refused, please enter 'R'.

4a) Has anyone in the household ever served in the UK Armed Forces as a regular or a reserve? (Excluding National Service)

Yes - regular ☐ 1 Yes - reserve ☐ 4 No ☒ 2 Refused ☐ 3

ii) If they've ever served as a regular, have they left within the last five years?

Yes ☐ 1 No ☐ 2 Refused ☐ 3

4b. Has anyone in the household been seriously injured or ill as a direct result of their time and activities serving as a regular or a reserve?

Yes ☐ 1 No ☒ 2 Refused ☐ 3

5. Does the household contain a pregnant woman?

Yes ☐ 1 No ☒ 2 Refused ☐ 3

6. Is the tenant in receipt of or likely to be in receipt of the following:

Universal Credit ☐ Housing Benefit ☐
(if not in receipt of Universal Credit)

Neither

Don't know

7. How much of your income comes from universal credit, state pensions or benefits (excluding child & housing benefit, council tax support or tax credit)?

All ☒ 1 Some ☐ 2 None ☐ 3 Don't Know ☐ 4

8. Tenant's or tenant and partner's net weekly income (after tax deductions)

For those receiving Universal Credit, enter net weekly income from employment, pensions and Universal Credit. Exclude child benefit and council tax support.
For those not receiving Universal Credit, enter net weekly income from employment, pensions and other benefits. Exclude housing benefit, child benefit and council tax support.Please ✓ if Q8 refused ☐

Round to nearest £

0317

9a. In the tenant's view what was the main reason the household left their last settled home?

- | | |
|--|---|
| Permanently decanted from another property owned by this landlord <input type="checkbox"/> 1 | Under occupation - offered incentive to downsize <input type="checkbox"/> 29 |
| Left home country as refugee <input type="checkbox"/> 2 | Under occupation - no incentive <input type="checkbox"/> 30 |
| Discharged from prison or from longstay hospital or other institution <input type="checkbox"/> 3 | Properly unsuitable because of ill health / disability <input checked="" type="checkbox"/> 13 |
| Loss of tied accommodation <input type="checkbox"/> 4 | Properly unsuitable because of poor condition <input type="checkbox"/> 14 |
| End of Assured shorthold or Fixed Term tenancy <input type="checkbox"/> 5 | Couldn't afford rent or mortgage <input type="checkbox"/> 15 |
| Eviction or repossession <input type="checkbox"/> 6 | To move nearer to family / friends / school <input type="checkbox"/> 16 |
| Domestic abuse <input type="checkbox"/> 7 | To move nearer to work <input type="checkbox"/> 17 |
| (Non-violent) relationship breakdown with partner <input type="checkbox"/> 8 | To move to accommodation with support <input type="checkbox"/> 18 |
| Asked to leave by family or friends <input type="checkbox"/> 9 | To move to independent accommodation <input type="checkbox"/> 19 |
| Racial harassment <input type="checkbox"/> 10 | Hate crime <input type="checkbox"/> 31 |
| Other problems with neighbours <input type="checkbox"/> 11 | Other <input type="checkbox"/> 20 |
| Property unsuitable because of overcrowding <input type="checkbox"/> 12 | Don't know <input type="checkbox"/> 28 |

9b. Was the reason for leaving a direct result of the removal of the spare room subsidy or benefit cap introduced from 2013?

(this is most likely to apply if options 1, 6, 15, 29 or 30 were selected for 9a)

- Yes: Removal of the spare room subsidy ☐ 4 No ☒ 2
- Yes: Benefit cap ☐ 5 Don't know ☐ 3
- Yes: Both ☐ 6

10. Does anyone in the household require (At least one box must be ticked)

- (a) Fully wheelchair accessible housing ☐
- (b) Wheelchair access to essential rooms ☐
- (c) Level access housing ☒
- (f) Other disability requirements ☐
- (g) No disability requirements ☐
- (h) Don't know ☐

Note that option (f) may be selected in conjunction with one of (a), (b) or (c)

Economic status

- 1 Full time work (30 hrs or more per week)
- 2 Part-time work (less than 30 hrs per week)
- 3 Government training/ New deal
- 4 Job seeker
- 5 Retired
- 6 Not seeking work
- 7 Full-time student
- 8 Unable to work because of long term sickness or disability
- 9 Child under 16
- 10 Other adult
- 11 Refused

Ethnic Group

- A. White
- 1 English, Scottish, Welsh, Northern Irish, British
- 2 Irish
- 18 Gypsy, Irish Traveller
- 3 Other
- B. Mixed
- 4 White & Black Caribbean
- 5 White & Black African
- 6 White & Asian
- 7 Other
- C. Asian or Asian British
- 8 Indian
- 9 Pakistani
- 10 Bangladeshi
- 15 Chinese
- 11 Other

D. Black, African, Caribbean or Black British

- 12 Caribbean
- 13 African
- 14 Other
- E. Other ethnic group
- 19 Arab
- 16 Other
- Refused
- 17 Refused

Nationality

- 1 UK national resident in UK
- 2 UK national returning from residence overseas
- 3 Czech Republic
- 4 Estonia
- 5 Hungary
- 6 Latvia
- 7 Lithuania
- 8 Poland
- 9 Slovakia
- 10 Slovenia
- 14 Bulgaria
- 15 Romania
- 16 Croatia
- 17 Ireland
- 11 Other EU Economic Area (EEA*) country
- 12 Any other country
- 13 Refused
- *Other EEA countries are Austria, Belgium, Cyprus, Denmark, Finland, France, Germany, Greece, Iceland, Italy, Liechtenstein, Luxembourg, Malta, Netherlands, Norway, Portugal, Spain, Sweden and Switzerland

| 11. The housing situation for this household immediately before this letting (✓ one only) <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Local Authority general needs tenancy <input checked="" type="checkbox"/> 1</p> <p>Private Registered Provider (HA) general needs tenancy <input type="checkbox"/> 2</p> <p>Owner occupation (private) <input type="checkbox"/> 26</p> <p>Owner occupation (low cost home ownership) <input type="checkbox"/> 27</p> <p>Private sector tenancy <input type="checkbox"/> 3</p> <p>Tied housing or rented with job <input type="checkbox"/> 4</p> <p>Supported housing <input type="checkbox"/> 6</p> <p>Housing for older people <input type="checkbox"/> 8</p> <p>Residential care home <input type="checkbox"/> 9</p> <p>Living with friends or family <input type="checkbox"/> 28</p> </div> <div style="width: 45%;"> <p>Women's refuge <input type="checkbox"/> 21</p> <p>Hospital <input type="checkbox"/> 10</p> <p>Prison / Approved Probation Hostel <input type="checkbox"/> 29</p> <p>Direct access hostel <input type="checkbox"/> 7</p> <p>Bed & Breakfast <input type="checkbox"/> 14</p> <p>Mobile home / caravan <input type="checkbox"/> 23</p> <p>Any other temporary accommodation <input type="checkbox"/> 18</p> <p>Home Office Asylum Support <input type="checkbox"/> 24</p> <p>Children's home / foster care <input type="checkbox"/> 13</p> <p>Rough sleeping <input type="checkbox"/> 19</p> <p>Other <input type="checkbox"/> 25</p> </div> </div> | | ii) Service charge (eligible for HB or UC) £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> iii) Personal service charge (not eligible for HB or UC e.g. heating, hot water excluding water rates) £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> iv) Support charge (charges made to fund housing related support services included in the tenancy agreement). £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> v) TOTAL CHARGE (i+ii+iii+iv) £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | | | | | | | | | | | | | | | |
|--|--|---|--|--|---|---|--|---|--|--|--|---|---|-----------------------------------|----------------------|--|--|
| LOCATION OF PREVIOUS ACCOMMODATION 12a. Enter LA in which household lived immediately before this letting (including temporary accommodation) Name of local authority <input style="width: 150px;" type="text"/> DO NOT LEAVE BLANK ONS LA code <input style="width: 100px;" type="text"/> <small>(Please refer to appendix F of the CORE manual for ONS codes)</small> | | 18b. Charges for Care Homes Total charge (for period shown in Q17) £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 18c. Please tick if there is no charge to the occupant for the accommodation. <input checked="" type="checkbox"/> 18d. After housing benefit payment is received, will there be an outstanding amount for basic rent (18ai) and/or benefit eligible charges (18aai)? Yes <input checked="" type="checkbox"/> 1 No <input type="checkbox"/> 2 Don't know <input type="checkbox"/> 3 If yes, what do you expect the amount to be (for period shown in Q17)? £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <small>Only answer if the tenant is in or due to be in receipt of housing benefit for this letting. If the housing benefit amount is unknown please estimate difference.</small> | | | | | | | | | | | | | | | |
| 12b. If the household has moved from settled accommodation (Immediately prior to being re-housed), enter the full postcode for the previous accommodation <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> If full postcode not known or previous accommodation was temporary, please tick <input type="checkbox"/> | | 19. Key Dates (e.g. 12/05/16) Void (or new build handover) date <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Day</th> <th>Month</th> <th>Year</th> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table> Major repairs completion date (if major repairs carried out during void period) <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Day</th> <th>Month</th> <th>Year</th> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table> If the unit is in a supported scheme for stays of one month or less, ignore dates above and tick here to confirm. <input type="checkbox"/> | | Day | Month | Year | <input type="text"/> | <input type="text"/> | <input type="text"/> | Day | Month | Year | <input type="text"/> | <input type="text"/> | <input type="text"/> | | |
| Day | Month | Year | | | | | | | | | | | | | | | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | | | | | | | | | | | | | | | |
| Day | Month | Year | | | | | | | | | | | | | | | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | | | | | | | | | | | | | | | |
| LENGTH OF RESIDENCE IN THE LOCAL AUTHORITY DISTRICT OF THE PROPERTY BEING LET 12c. How long has the household lived in the local authority district where the new letting is located? New to Local Authority <input type="checkbox"/> 1 Less than 1 year <input type="checkbox"/> 2 1-2 years <input type="checkbox"/> 3 2-5 years <input type="checkbox"/> 4 More than 5 years <input checked="" type="checkbox"/> 5 Don't Know <input type="checkbox"/> 6 | | 20. How many times has this unit been previously offered since becoming available for letting? For an Affordable Rent Letting, only include number of offers as an Affordable Rent property. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (for a property let at the first attempt enter '0') DO NOT LEAVE BLANK | | | | | | | | | | | | | | | |
| 13. Immediately prior to this letting, was this household ...? (✓ one only) 1 <input checked="" type="checkbox"/> Not homeless 2 <input type="checkbox"/> Found 'statutorily homeless' by a housing authority and owed a main homelessness duty 6 <input type="checkbox"/> Found 'statutorily homeless' by a housing authority but not owed a main homelessness duty 7 <input type="checkbox"/> Other homelessness i.e. not found statutorily homeless by a housing authority but considered to be homeless by the letting landlord | | 21a. Property reference <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 21b. UPRN <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <small>(Unique Property Reference Number) (Non-mandatory)</small> | | | | | | | | | | | | | | | |
| 14a. Was the household given Reasonable Preference (i.e. priority) for housing by the Local Authority? Yes <input checked="" type="checkbox"/> 1 No <input type="checkbox"/> 2 Don't know <input type="checkbox"/> 3 14b. If yes, which of the following reasons for Reasonable Preference apply? Homeless or about to lose their home (within 28 days) <input type="checkbox"/> 1 A need to move on medical and welfare grounds (including a disability) <input checked="" type="checkbox"/> 3 Living in insanitary, overcrowded or unsatisfactory housing <input type="checkbox"/> 2 A need to move to avoid hardship to themselves or others <input type="checkbox"/> 4 | | Q22 – 28 ARE FOR GENERAL NEEDS LETTINGS ONLY PROPERTY DETAILS 22. Number of bedrooms (if shared accommodation, enter number of bedrooms occupied by this household; a bed-sit has 1 bedroom) <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 23. Type of unit (✓ one only) <table style="width: 100%;"> <tr> <td>Fiat / maisonette <input checked="" type="checkbox"/> 1</td> <td>Shared flat / maisonette <input type="checkbox"/> 4</td> </tr> <tr> <td>Bed-sit <input type="checkbox"/> 2</td> <td>Shared house <input type="checkbox"/> 9</td> </tr> <tr> <td>House <input type="checkbox"/> 7</td> <td>Shared bungalow <input type="checkbox"/> 10</td> </tr> <tr> <td>Bungalow <input type="checkbox"/> 8</td> <td>Other <input type="checkbox"/> 6</td> </tr> </table> 24. Type of building Purpose built <input checked="" type="checkbox"/> 1 Converted from previous residential or non-residential property <input type="checkbox"/> 2 | | Fiat / maisonette <input checked="" type="checkbox"/> 1 | Shared flat / maisonette <input type="checkbox"/> 4 | Bed-sit <input type="checkbox"/> 2 | Shared house <input type="checkbox"/> 9 | House <input type="checkbox"/> 7 | Shared bungalow <input type="checkbox"/> 10 | Bungalow <input type="checkbox"/> 8 | Other <input type="checkbox"/> 6 | | | | | | |
| Fiat / maisonette <input checked="" type="checkbox"/> 1 | Shared flat / maisonette <input type="checkbox"/> 4 | | | | | | | | | | | | | | | | |
| Bed-sit <input type="checkbox"/> 2 | Shared house <input type="checkbox"/> 9 | | | | | | | | | | | | | | | | |
| House <input type="checkbox"/> 7 | Shared bungalow <input type="checkbox"/> 10 | | | | | | | | | | | | | | | | |
| Bungalow <input type="checkbox"/> 8 | Other <input type="checkbox"/> 6 | | | | | | | | | | | | | | | | |
| 15. Was the letting made under any of the following allocations systems? ✓ one box on each row (select Yes or No for each allocation system) Choice-based lettings (CBL) Yes <input type="checkbox"/> 1 No <input type="checkbox"/> 2 Common housing register (CHR) Yes <input checked="" type="checkbox"/> 1 No <input type="checkbox"/> 2 Common Allocation Policy (CAP) Yes <input type="checkbox"/> 1 No <input type="checkbox"/> 2 | | 25. Is the property built or adapted to wheelchair user standards? Yes <input checked="" type="checkbox"/> 1 No <input type="checkbox"/> 2 26. If this is a relet, was the property most recently let on a social rent basis <input type="checkbox"/> 1 An affordable rent basis <input type="checkbox"/> 2 Don't know <input type="checkbox"/> 3 | | | | | | | | | | | | | | | |
| 16. Source of referral for this letting? (See Manual) (✓ one only) <table style="width: 100%;"> <tr> <td>Internal transfer <input type="checkbox"/> 1</td> <td>Social services <input type="checkbox"/> 9</td> </tr> <tr> <td>Tenant applied direct (no referral or nomination) <input type="checkbox"/> 2</td> <td>Police, probation, prison <input type="checkbox"/> 12</td> </tr> <tr> <td>PRP lettings only – nominated by a local housing authority <input type="checkbox"/> 3</td> <td>Youth offending team <input type="checkbox"/> 13</td> </tr> <tr> <td>PRP supported lettings only – referred by local authority housing department <input type="checkbox"/> 4</td> <td>Community mental health team <input type="checkbox"/> 14</td> </tr> <tr> <td>Relocated through recognised national, regional or sub-regional housing mobility scheme <input type="checkbox"/> 8</td> <td>Health service <input type="checkbox"/> 15</td> </tr> <tr> <td>Other social landlord <input type="checkbox"/> 10</td> <td>Voluntary agency <input type="checkbox"/> 7</td> </tr> <tr> <td>Other <input type="checkbox"/> 16</td> <td></td> </tr> </table> | | Internal transfer <input type="checkbox"/> 1 | Social services <input type="checkbox"/> 9 | Tenant applied direct (no referral or nomination) <input type="checkbox"/> 2 | Police, probation, prison <input type="checkbox"/> 12 | PRP lettings only – nominated by a local housing authority <input type="checkbox"/> 3 | Youth offending team <input type="checkbox"/> 13 | PRP supported lettings only – referred by local authority housing department <input type="checkbox"/> 4 | Community mental health team <input type="checkbox"/> 14 | Relocated through recognised national, regional or sub-regional housing mobility scheme <input type="checkbox"/> 8 | Health service <input type="checkbox"/> 15 | Other social landlord <input type="checkbox"/> 10 | Voluntary agency <input type="checkbox"/> 7 | Other <input type="checkbox"/> 16 | | 27. Reason for vacancy (✓ one only) 1 <input checked="" type="checkbox"/> First let of newbuild, conversion, rehabilitation or acquired property (Do not select for properties changing from Social to Affordable Rent) 10 <input type="checkbox"/> Relet – tenant evicted due to arrears 11 <input type="checkbox"/> Relet – tenant evicted due to ASB or other reason 5 <input type="checkbox"/> Relet – tenant died (no succession) 12 <input type="checkbox"/> Relet – tenant moved to other social housing provider 2 <input type="checkbox"/> Relet – internal transfer 6 <input type="checkbox"/> Relet – tenant abandoned property 8 <input type="checkbox"/> Relet – tenant moved to private sector or other accommodation 9 <input type="checkbox"/> Relet – to tenant who occupied same property as temporary accommodation | |
| Internal transfer <input type="checkbox"/> 1 | Social services <input type="checkbox"/> 9 | | | | | | | | | | | | | | | | |
| Tenant applied direct (no referral or nomination) <input type="checkbox"/> 2 | Police, probation, prison <input type="checkbox"/> 12 | | | | | | | | | | | | | | | | |
| PRP lettings only – nominated by a local housing authority <input type="checkbox"/> 3 | Youth offending team <input type="checkbox"/> 13 | | | | | | | | | | | | | | | | |
| PRP supported lettings only – referred by local authority housing department <input type="checkbox"/> 4 | Community mental health team <input type="checkbox"/> 14 | | | | | | | | | | | | | | | | |
| Relocated through recognised national, regional or sub-regional housing mobility scheme <input type="checkbox"/> 8 | Health service <input type="checkbox"/> 15 | | | | | | | | | | | | | | | | |
| Other social landlord <input type="checkbox"/> 10 | Voluntary agency <input type="checkbox"/> 7 | | | | | | | | | | | | | | | | |
| Other <input type="checkbox"/> 16 | | | | | | | | | | | | | | | | | |
| RENT AND OTHER CHARGES (✓ one only) 17. Rent and other charges period Fortnightly <input type="checkbox"/> 2 Calendar monthly <input type="checkbox"/> 4 Four-weekly <input type="checkbox"/> 3 Weekly for <u>52</u> weeks (Please enter number of weeks) <input type="checkbox"/> 1 | | 28. Location of property Name of local authority <u>E</u> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (please refer to Appendix F of the CORE Manual for ONS codes) Full postcode of property <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> If previous postcode (Q12b) and new postcode (Q28) are the same, please tick <input type="checkbox"/> | | | | | | | | | | | | | | | |
| 18. Complete only one section – A or B or C 18a. Rent and Charges i) Basic rent (for period shown in Q17) £ <u>0119.86</u> | | LOG SIGNATURES / INITIALS <div style="border: 1px solid black; height: 40px; width: 100%;"></div> For RP use only | | | | | | | | | | | | | | | |

The CORE guidance manual, log completion guide and logs can be downloaded from the CORE website

Tenancy Information

1. Address and Tenancy start date

| | | |
|--|---------------------------------|-------------------------------------|
| Property address | | |
| 3 Grenfell Tower, Lancaster West Estate, London W11 1TG | | |
| Type of Tenancy (tick box) | Introductory fixed term 2 years | |
| | Introductory fixed term 5 years | |
| | Secure fixed term 2 years | |
| | Secure fixed term 5 years | |
| | Secure | <input checked="" type="checkbox"/> |
| Tenancy start date | | 5th September 2016 |
| Date of sign up | | 30th August 2016 |
| CORE form must be completed (tick to confirm this has been done) | | <input checked="" type="checkbox"/> |

2. New tenant's personal details

| | | |
|--|--|--------------------|
| First name | Monica | |
| Surname | LOKKO | |
| Date of birth | [REDACTED] | |
| NI number | [REDACTED] | |
| Contact numbers | Home: Work: | Mobile: [REDACTED] |
| Emergency Contact (relationship to tenant) | Ms Sarah Asante (daughter) [REDACTED] | |
| List 2 forms of ID provided and take photocopies for file. | Passport and Bank Statement | |
| Photograph taken? | | |

also Olivia LOKKO (sister) - [REDACTED]

3. Family Members

| Name | Date of Birth | Detail ID provided and take photocopies for file. |
|------|---------------|---|
| | | |
| | | |
| | | |
| | | |
| | | |

Does the tenant or anyone in the household have additional support needs? Please specify and give details of agency and contacts in place.

Tenant has mobility difficulties owing to arthritis in hips)

| |
|--|
| |
|--|

4. Previous address

| |
|--|
| |
|--|

| | | |
|---------------------------------------|-----|----|
| Termination of tenancy form completed | Yes | No |
|---------------------------------------|-----|----|

5. Tenancy Information

| | |
|---|---|
| Explain the terms of the Introductory and Fixed Term tenancy. Provide the tenant with the leaflet. | |
| For introductory tenants: Serve the section 137a notice and explain the appeals process. | |
| For tenants without introductory period: Serve the section 107a notice and explain the appeals process. | |
| Advise that you will be arranging to visit the tenant at home in 6 weeks time. | ✓ |

6. Paying the Rent

| |
|--|
| |
|--|

7. Neighbourhood Management

| | |
|--|----|
| You and Your Neighbours Booklet given | |
| Does the tenant have a pet? If so give pet permission form and responsible dog owner agreement. | NO |
| Does the tenant have a car? If so give parking leaflet | NO |
| Insurance information leaflet given? | |

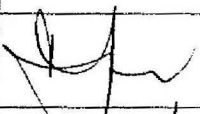
8. TMO Membership

| | |
|--|-----|
| Have the benefits of becoming a TMO member been explained to the tenant? | yes |
| Has the tenant signed the membership application form? | yes |

9. Contact details

| | |
|-----------------------------------|-----------------|
| Name of Neighbourhood Officer | Molice Williams |
| Contact telephone number | [REDACTED] |
| Neighbourhood Office | Lancaster West |
| Name of Estate Services Assistant | |
| Rent Income Officer | |

10. Confirmation that all information has been explained

| | |
|--|---|
| Tenant Signature | |
| Neighbourhood Officer Signature |  |
| Date | 30/08/16 |