

You must submit this data online at submit-social-housing-data.communities.gov.uk. It might be quicker to complete the form directly online. Select only one answer, unless it says otherwise.

Note: Red font shows changes from the 2025/26 form.

Set up this sales log

Q1 - Which organisation owned this property before the sale?

Q2 - Which organisation is reporting the sale?

Q3 - What is the sale completion date?

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Q4 - What is the purchaser code? Optional

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

Q5 - Is this a shared ownership or discounted ownership sale?

1 Shared ownership

When the purchaser buys an initial share of up to 75% of the property value and pays rent to the Private Registered Provider (PRP) on the remaining portion, or later staircasing transaction.

2 Discounted ownership

SHARED OWNERSHIP ONLY

Q6 - What is the type of shared ownership sale?

Complete section **A** if sale is the initial purchase, or **B** if sale is part of a staircasing transaction, skip **C**

2 Shared ownership (old model lease)

Cannot be used for homes funded through the Affordable Homes Programme 2021 to 2026. Use new model for these.

30 Shared ownership (new model lease)

Homes funded through Affordable Homes Programme 2021-26.

18 Social HomeBuy - shared ownership

Tenants of private registered providers (PRPs) purchase their home at a discount on shared ownership terms.

16 Home Ownership for people with Long-term Disabilities (HOLD)

24 Older Persons Shared Ownership (OPS0)

For tenants aged 55 years and over.

28 Rent to Buy - Shared Ownership

A sale following a period of discounted rent.

31 Right to Shared Ownership (RtSO)

A sale of a share of a rented home to a tenant using this scheme.

32 London Living Rent - Shared Ownership

Q7 - 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

2 No

DISCOUNTED OWNERSHIP ONLY

Q8 - What is the type of discounted ownership sale?

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

8 Right to Acquire (RTA)

A discounted sale of a property built or purchased after 31 March 1997 to tenants of a private registered provider (PRP).

14 Preserved Right to Buy (PRTB)

A discounted sale of a property that used to be owned by a council to tenants of a private registered provider (PRP).

9 Right to Buy (RTB)

A discounted sale to tenants in this council owned property.

29 Rent to Buy - full ownership

A sale on full ownership terms following a period of discounted rent.

21 Social HomeBuy for outright purchase

A discounted sale to tenants of a PRP on full ownership terms.

22 Any other equity loan scheme

Any scheme, not covered elsewhere, in which a loan is used to purchase equity.

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

Q11 - 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

1 No

Q12 - Has the buyer seen or been given access to the MHCLG privacy notice?

Make sure the buyer has seen or been given access to the Ministry of Housing, Communities and Local Government (MHCLG) privacy notice before completing this log. This is a legal requirement under data protection legislation.

1 Yes

Property information

Q13 - 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 various industries across the UK. An example is 10010457355. The UPRN may not be the same as the property reference assigned by your organisation.

Q14 - If UPRN unknown, enter this property's address

Address line 1

Address line 2 Optional

Town or City

County Optional

Postcode

Q15 - What is the property's local authority?

Q16 - What type of unit is the property?

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

Only complete this question if the answer to Q16 (What type of unit is the property?) is 'Flat or maisonette', 'Bedsit' or 'Other'.

Q17 - What is the building height classification?

High-rise residential buildings are those containing 2 or more residential units **and** either have 7 or more storeys **or** are at least 18 metres in height. If unsure, answer based on the number of storeys.

- 1 High-rise
- 2 Low-rise
- 3 Don't know

Q18 - How many bedrooms does the property have?

For bedsits, enter '1'

Q19 - What type of building is the property?

Skip if sale is a staircasing transaction.

- 1 Purpose-built
- 2 Converted from previous residential or non-residential property

Q20 - Is the property built or adapted to wheelchair-user standards?

Skip if sale is a staircasing transaction.

This is whether someone who uses a wheelchair is able to make full use of all the property's rooms and facilities, including use of both inside and outside.

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

Household characteristics

Q21 - Do you know buyer 1's age?

- o Yes

What is buyer 1's age?

- o No

- o Buyer prefers not to say

Q22 - What is buyer 1's sex?

This is your sex that was registered at birth. The next question will ask about your gender identity.

Use these codes in Box A for other occupants.

- F o Female
- M o Male
- R o Prefers not to say

Q23 - Is the gender buyer 1 identifies with the same as their sex registered at birth?

Use these codes in Box B for other occupants.

- 1 o Yes
- 2 o No:
- 3 o Prefers not to say

Q24 - What is buyer 1's ethnic group?

Skip if sale is a staircasing transaction.

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

Q25 - Which of the following best describes buyer 1's ethnic background?

Skip if sale is a staircasing transaction.

Select an option for the ethnic group you answered for Q24

White

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

Mixed or Multiple ethnic groups

- 4 o White and Black Caribbean
- 5 o White and Black African
- 6 o White and Asian
- 7 o 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

Q26 - What is buyer 1's nationality?

Skip if sale is a staircasing transaction.

If buyer 1 is a dual national of the United Kingdom and another country, enter 'United Kingdom'. If they are a dual national of two other countries, they should decide which country to enter.

- 826 United Kingdom

Other:

- 000 Tenant prefers not to say

Q27 - Which of these best describes buyer 1's working situation?

Skip if sale is a staircasing transaction.

Use these codes in Box C for other occupants.

- 1 Full-time (30 hours or more per week)
- 2 Part-time (less than 30 hours per week)
- 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

Q28 - Will buyer 1 live in the property?

Skip if sale is a staircasing transaction.

- 1 Yes
- 2 No

JOINT PURCHASE ONLY

Q29 - Is buyer 2 the partner of buyer 1?

- 1 Yes
- 2 No
- 3 Buyer prefers not to say

Q30 - Do you know buyer 2's age?

- Yes

What is buyer 2's age?

years

- No

- Buyer prefers not to say

Q31 - What is buyer 2's sex?

This is your sex that was registered at birth. The next question will ask about your gender identity.

- F Female

- M Male

- R Prefers not to say

Q32 - Is the gender buyer 2 identifies with the same as their sex registered at birth?

- 1 Yes

- 2 No:

- 3 Prefers not to say

Q33 - What is buyer 2's ethnic group?

Skip if sale is a staircasing transaction.

- 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

Q34 - Which of the following best describes buyer 2's ethnic background?

Skip if sale is a staircasing transaction.

Select an option for the ethnic group you answered for Q33

White

- 1 English, Welsh, Scottish, Northern Irish or British
- 2 Irish
- 18 Gypsy or Irish Traveller
- 20 Roma
- 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

Q35 - What is buyer 2's nationality?

Skip if sale is a staircasing transaction.

If buyer 2 is a dual national of the United Kingdom and another country, enter United Kingdom. If they are a dual national of two other countries, they should decide which country to enter.

826 United Kingdom

Other:

000 Tenant prefers not to say

Q36 - Which of these best describes buyer 2's working situation?

Skip if sale is a staircasing transaction.

1 Full-time (30 hours or more per week)
 2 Part-time (less than 30 hours per week)
 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

Q37 - Will buyer 2 live in the property?

Skip if sale is a staircasing transaction.

1 Yes
 2 No

Q38 - In total, how many people live in the property?

Skip if sale is a staircasing transaction.

Include all people who are living or will live in the property.

Q39-63 - Other people living in the property (other occupants, not buyers)

Skip person 2 if there is a second buyer. Skip all occupants if sale is a staircasing transaction

Age Years	Partner of lead tenant? Yes	Partner of lead tenant? No	Partner of lead tenant? Prefers not to say	Sex at birth Box A	Gender same as sex Box B	Work Box C
2	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Other occupants - If the gender any person identifies with is not the same as sex registered at birth, write gender identity (and person number) below

Household situation

Skip this section if the sale is a staircasing transaction.

Q64 - 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

Q65 - 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 No

Q66 - What is the local authority of buyer 1's last settled accommodation? If known

JOINT PURCHASE ONLY**Q67 - At the time of purchase, was buyer 2 living at the same address as buyer 1?**

1 Yes
 2 No

Q68 - 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

Skip this section if the sale is a stacasing transaction.

Q69 - 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

Q70 - 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

Q71 - 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

Q72 - 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

Q73 - 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

Skip this section if the sale is a stacasing transaction.

Q74 - 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

Q75 - Was buyer 1's income used for a mortgage application? (if applicable)

1 Yes

2 No

JOINT PURCHASE ONLY

Q76 - 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

Q77 - Was buyer 2's income used for a mortgage application? (if applicable)

1 Yes

2 No

Q78 - 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

Q79 - 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

Q80 - Have any of the buyers previously owned a property?

1 Yes

Q81 - 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 Shared ownership - initial purchase

Only complete this section if you answered 'Shared ownership' for Q5 and 'No' for Q7 (staircasing transaction).

Q82 - 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'.

- Yes
- No

Q83 - 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

Q84 - 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).

D D M M Y Y Y Y

Only complete this section if Q56 (What was buyer 1's previous tenure?) is 'Local authority tenant' or 'Private registered provider or housing association tenant'.

Q85 - How many bedrooms did the buyer's previous property have?

For bedsits, enter '1'.

Q86 - What was the previous property type?

- Flat or maisonette
- Bedsit
- House
- Bungalow
- Other

Q87 - What was the buyer's previous tenure?

- Social Rent
- Affordable Rent
- London Affordable Rent
- Other
- Don't know

Q88 - What is the full purchase price?

Enter the full purchase price of the property **before** any discounts are applied. This is 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 share purchased?

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

%

Q90 - Was a mortgage used for the purchase of this property?

- 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 length of the mortgage?

You should round up to the nearest year. Value should not exceed 60 years. **You can only select 'Don't know' if you answered 'No' to Q11 'Did you interview the buyer to answer these questions?'.**

years

R Don't know

- No

- Don't know

Q93 - 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.

£

, .

Q94 - 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.

£

, .

Q95 - What is the basic monthly rent?

Before any charges.

£

, .

Q96 - Does the property have any service charges?

This includes any charges for day-to-day maintenance and repairs, building insurance, and any contributions to a sinking or reserved fund. It does not include estate management fees.

- Yes, enter monthly amount:

£

, .

Q97 - Does the property have an estate management fee?

Estate management fees are typically used for the maintenance of communal gardens, payments, private roads, car parks and/or play areas within new build estates.

- Yes, enter monthly amount:

£

, .

- No

B Shared ownership - stircasing transaction

Only complete this section if you answered 'Shared ownership' for Q5 and 'Yes' for Q7 (stircasing transaction).

Q98 - What percentage of the property has been bought in this stircasing transaction?

	%
--	---

Q99 - What percentage of the property do the buyers now own in total?

	%
--	---

If 100%

Q100 - Was this part of a back-to-back stircasing transaction to facilitate sale of the home on the open market?

Back-to-back stircasing transactions are used as a way for shared owners who own less than 100% of their property to sell on the open market. It involves the shared owner purchasing the remaining share from their landlord and immediately selling 100% of the property to a buyer on the open market. The landlord is then reimbursed for the stircasing transaction through the proceeds of sale to the buyer.

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

Q101 - Is this the first time the shared owner has engaged in stircasing in the home?

- 1 Yes
- 2 No

Q102 - Including this time, how many times has the shared owner engaged in stircasing in the home?

--

Q103 - What was the date of the last stircasing transaction?

D	D	M	M	Y	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---

Q104 - What was the date of the initial purchase of a share in the property?

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Q105 - What is the full purchase price for this stircasing transaction?

£	,	,	,	,	,	,	,	,
---	---	---	---	---	---	---	---	---

Q106 - What was the percentage share purchased in the initial transaction?

	%
--	---

Q107 - Was a mortgage used for this stircasing transaction?

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

Q108 - What was the basic monthly rent prior to stircasing?

Before any charges.

£	,	,	,	,	,	,
---	---	---	---	---	---	---

Q109 - If the buyers now own less than 100% of the property, what is the basic monthly rent after stircasing?

Before any charges.

£	,	,	,	,	,	,
---	---	---	---	---	---	---

Q110 - Does the property have any service charges?

This includes any charges for day-to-day maintenance and repairs, building insurance, and any contributions to a sinking or reserved fund. It does not include estate management fees.

- Yes, enter **monthly** amount:

£	,	,	,	,	,	,	,	,
---	---	---	---	---	---	---	---	---
- No

Q111 - Will the service charge change after this stircasing transaction takes place?

This includes any charges for day-to-day maintenance and repairs, building insurance, and any contributions to a sinking or reserved fund. It does not include estate management fees.

- Yes, enter **new monthly** amount:

£	,	,	,	,	,	,	,	,
---	---	---	---	---	---	---	---	---
- No

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 Ministry of Housing, Communities and Local Government (MHCLG) 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 MHCLG. 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 MHCLG'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

MHCLG 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
- For annual sales data, visit: 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 Service.

Complaints

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

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