



Regulator of  
Social Housing

# Statistical Data Return 2022/23

## Long form guidance notes

Version 1.0

Survey Deadline: 31 May 2023



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## Introduction

The Statistical Data Return (SDR) is an annual census conducted by us (the Regulator of Social Housing) and completed by English private registered providers (providers) of social housing. Data for this return must be submitted electronically via the NROSH+ system (<https://nroshplus.regulatorofsocialhousing.org.uk/>).

## Using the NROSH+ system

NROSH+ is the regulator's data collection website. Submission of data must be made electronically via the NROSH+ system

<https://nroshplus.regulatorofsocialhousing.org.uk/>

The stages of submission are detailed in the NROSH+ System User Guide available on the NROSH+ system.

## Help and support

The NROSH+ website contains guidance documents and FAQs which are designed to help users through the process of submitting returns and using the system.

However, if you have any further queries you should contact our Referrals and Regulatory Enquiries (RRE) team. Their contact details and availability are:

Telephone: 0300 1245 225      Email : [NROSHenquiries@rsh.gov.uk](mailto:NROSHenquiries@rsh.gov.uk)

Availability: Monday to Friday; 9am to 5pm (excluding bank holidays)

The RRE team will not input or change data on a user's behalf and the responsibility for completing the submission remains with the provider.

## Query resolution

We aim to respond to all queries within five working days. Please note that queries made to us within five working days of a survey deadline may not receive a response until after the deadline has passed. This may result in submissions not meeting the survey deadline. Extensions to the deadline will not be granted due to late queries.

We may contact providers where queries arise during the review and validation of submitted data. Subsequent to that, we may be in further contact with a minority of providers where there are any regulatory issues arising from analysis of the validated data.


## Data entry and templates

Each return in NROSH+ can be completed through either manual entry of data into NROSH+ or by importing templates populated with data. Data import templates for each section of the return can be exported via your survey's Parts List in the NROSH+ system.

 **Please note that exported templates are specific to your organisation and cannot be used for multiple providers.**

Further information on using templates is available in the NROSH+ System User Guide but users should note the following:

- You can only input data into green cells and text boxes.
- Cells shaded purple will automatically calculate based on data entered in other fields.
- When copying data into the templates, users must use the Paste Special function (values only, no formatting) or users risk corrupting the template.
- The 'definitive data' is that which is saved on the NROSH+ system and visible to users on-screen.
- Please note that if you have included more decimal places in your data in the template, than is expected by the system, these will be rounded on submission. This means that totals based on these may be different in the system than in your template.
- When importing data using a template file, users have the option to "ignore blank cells" or "don't ignore blank cells". These options are covered more in the NROSH+ System User Guide.

 **Please note when importing a file using the "don't ignore blank cells" option, any data that has already been added will be overwritten by the upload; if a cell is left blank in the template, any prior value will be removed from the database.**

## Validation checks before submission

There are a number of ways in which validation errors can be viewed in NROSH+, these include:

- **Live validations within a survey part** - Validation issues can be viewed and resolved directly in the web view. Navigate to the web view by clicking the 'Edit' link next to a Part with hard or soft validation issues, then toggle to 'Show validations' to see the validations panel in the browser. For more information about this function please see the NROSH+ System User Guide.
- **Cross-Part Validations Page** – For surveys with multiple parts showing on the Parts List; click the 'Review Cross-Part Validations' button beneath the survey summary table to view all cross-part validations, regardless of status. For more information about this function please see the NROSH+ System User Guide.
- **Export validations** – Validations can be exported to an Excel file by clicking the export button on the survey summary page, validation issues page, from the web view, or cross-part validations page. Review cross part validations button at the bottom of the Parts List.
- **Validation Issues Page** – Navigate to the validation issues page by clicking the 'Submit' button beneath the survey summary table. Any unresolved validation issues, including cross-part validations, will be listed here. For single-part validation issues, clicking 'Go to part' will navigate to the web view, where validations can be addressed as outlined above.

 **Users should note that the NROSH+ website is the final authority on the number of validation issues present on a return as this will cover cross-part validations that are not present in any single template file.**

Where you are unable to resolve soft validation issues, you should add a comment or upload a supporting document providing contextual information and narrative which will assist us in reviewing the return and which will minimise the amount of follow up work required.

If you are unable to resolve hard validation issues, you should contact the RRE Team using the contact details given in the Help and Support section of this document.

We also encourage the submission of supporting documentation to explain large changes in stock numbers or rent values, or to provide detail on other areas which you feel may need clarification. These supporting documents should be provided in a Word, Excel or PDF document and uploaded on to NROSH+ using the 'Upload new document' button in the supporting documents section which can be found below your surveys parts list (a full list of supported document types is available in the NROSH+ system user guide).

## **Declarations and Contact Details**

When submitting a survey, you will be required to confirm a number of declarations relevant to the content and coverage of the survey. You will also be required to provide contact information for an individual with whom we can discuss queries about the survey.

Depending on the survey being completed you may also be required to check and confirm your organisations registered details or office contact information.

Please see the Survey Declarations section later in this document for more information about the requirements for declarations and contact details for this survey.

# Completing the Statistical Data Return

## Purpose of this return

We use the SDR to collect a wide range of data on stock and rent levels from providers. This data forms a core part of the market intelligence gathered by the regulator and supports our economic regulation by providing both a sector and provider level view of social housing activity. The data collected via the SDR also allows us to identify and monitor emerging trends within the sector.

## Who should complete this return?

All private registered providers of social housing in England are required to complete the SDR.

**The submission of late and incomplete or inaccurate regulatory data may be indicative of a weak control environment. Hence, failure to provide accurate and timely data may be reflected in our judgement of a provider's compliance with the regulatory standards. In particular, but not exclusively, it may provide evidence of a breach of the specific expectation in the Governance and Financial Viability Standard to communicate with the regulator in an accurate and timely manner, including through regulatory returns.**

We are committed to regulating in a proportionate and appropriate manner. In line with this commitment, smaller providers (those owning fewer than 1,000 units of social housing) are required to submit a smaller return (the short form) consisting of three parts.

Providers who own 1,000 or more units of social housing (referred to as 'large' providers) complete a larger return (the long form) consisting of seven parts.

Providers who have moved across the 1,000 unit threshold (in either direction) during the previous year should contact the Referrals & Regulatory Enquiries (RRE) team prior to completing their return. This will allow the correct size of return to be allocated. Completing the wrong size of return will lead to some data being lost when the reallocation is done.

## Essential information for users

The NROSH+ System User Guide provides a comprehensive guide to using the NROSH+ system, including details of how to access the surveys, import data and submit completed returns. It is essential reading before attempting to use any of the surveys.

**This guidance is intended to support the completion of the Statistical Data Return via the NROSH+ system. Whilst examples and definitions are provided, Registered Providers are reminded that it is their responsibility to correctly categorise and record stock accurately according to the latest applicable legislation.**

The SDR return is comprised of eight parts, seven of which should be completed by large providers. Every question in each part should be completed.

All data submitted should represent the position as at 31 March 2023 or, where specifically noted, cover the period 1 April 2022 to 31 March 2023. The exception to this

is contact information which should reflect the most current position possible at the point of submission.

The deadline for submission of this return on NROSH+ is 31 May 2023 for all providers. It is recommended that providers complete and submit their return as soon as possible as this will allow more time to resolve any queries we may raise with the submission.

**The NROSH+ website will be offline from 18:00 Friday 17 March 2023 through to 08:00 Monday 3 April 2023. During this period, providers will not be able to access or modify any of their data.**

## Additional requirements


Providers should review the regulatory data submission requirements for each year. These are available on the RSH and NROSH+ websites.

## Structure of the return and summary of changes

The following table sets out the structure of the SDR and summarises the changes that have been made to each part since the previous return. These changes are being made to improve the quality of data collected and to better enable us to carry out our statutory aims.

A table is provided at the start of each section giving an overview of the stock and ownership requirements of each question. Providers should refer to the detailed guidance for each question as these detail specific requirements and exclusions for component parts of questions.

Providers should complete all applicable questions for their stock, making reference to the table to determine which stock types are relevant to which questions. Each question also has an indicator to show whether (or not) to include stock held outside of England (location).

 **NOTE: Changes to the recording of building height, vacancies and sales to tenants must be carefully reviewed as these have been changed from the previous return. Please also be aware of the new questions added on housing decency and energy efficiency.**

Entity level information		Completed by:	Changes from 2022	Questions impacted
Entity level information	Administrative questions and organisational information about the provider.	All providers	References to 2022 updated to 2023.	Q4, Q5 and Q6 (previously Q9, Q10 and Q11)
			Contact information is no longer collected in this section, instead you will be asked to provide it upon submission.	
Low cost rental and rents	Statistical questions about the low cost (social) rental housing owned and managed by large providers.	Large providers only	Existing building height questions updated to reflect the high rise definitions in the Building Safety Act (2022). Further details on the act can be found at:  <a href="https://www.gov.uk/guidance/the-building-safety-act">https://www.gov.uk/guidance/the-building-safety-act</a>	Q12 (previously Q7)
			New question on low cost rental units failing each Decent Homes Standard (DHS) criterion and those failing one or more criterion.  New question on the number of low cost rental units which do not meet the Decent Homes Standard but which are excluded from the failures reported due to reasons set out in the DHS.  New question added on the % of low cost rental units which have been physically inspected for DHS compliance in the last 5 years.  Further details on DHS definitions can be found at:  <a href="https://www.gov.uk/government/publications/a-decent-home-definition-and-guidance">https://www.gov.uk/government/publications/a-decent-home-definition-and-guidance</a>	New
			New question on the number of low cost rental units with an EPC rating at each rating level (A to G); those which have no EPC rating (but will need one on sale or letting) and those which do not require an EPC rating.  Further details on EPC can be found at:	New



		<a href="https://www.gov.uk/government/collections/energy-performance-certificates">https://www.gov.uk/government/collections/energy-performance-certificates</a>	
Low cost home ownership	Large providers only	No change	
Statistical questions about the low cost (social leased) home ownership housing owned and managed by providers.			
Leasehold and other housing stock	Large providers only	No change	
Statistical questions about the non-social housing owned and managed by providers.			
Stock usage	Large providers only	Split of RP level data on the duration of unavailability of units (e.g. split 'unavailable for letting' into 'temporarily unavailable for letting' and 'permanently unavailable for letting').  Split of LA level data on the duration of unavailability of units for the general needs vacancies currently collected at LA level.	Q5 and Q6
Questions about the occupancy of low cost rental units.			
Stock balance sheet	Large providers only	Additional LA level data collected on the number of low cost rental units being sold via RtB, vRtB, RtA and other sales.	Q13 (previously Q9)
Questions about the changes in stock ownership in the last year and development activity.			
Affordable Rent housing	All providers	Existing building height questions updated to reflect the high rise definitions in the Building Safety Act (2022). Further details on the act can be found at:  <a href="https://www.gov.uk/guidance/the-building-safety-act">https://www.gov.uk/guidance/the-building-safety-act</a>	Q3 (previously Q4)
Questions about Affordable Rent programme and rents.			

## Entity level information

This part of the SDR captures basic organisational details and information on providers' membership of group structures and the code of governance they have adopted.

All information provided in this part should be recorded to show the position as at 31 March 2023.

**The glossary and definitions section provides additional guidance for defining stock categories (see entries for text highlighted like this). However, providers are reminded that it is their responsibility to correctly categorise and record stock accurately according to the latest applicable rules and legislation.**

### Question 1

Record whether or not your organisation is an Almshouse.

### Question 2

Record the Code of Governance that your organisation has adopted (whether in part or in full). Providers who are not using one of the predefined options should use the free text entry to record their Code of Governance.

### Question 3

Providers should select either 'Yes' or 'No' to indicate if their organisation **owned** 1,000 or more **units of social housing** as at 31 March 2023.

Providers owning fewer than 1,000 units of social housing (referred to as 'small' providers) are required to submit a smaller return consisting of three parts. Providers who own 1,000 or more units of social housing (referred to as 'large' providers) complete a larger return consisting of seven parts. Definitions of **social housing** and **ownership** can be found in the glossary and definitions section of this document.



**NOTE: Providers who have moved across the 1,000 unit threshold (in either direction) during the previous year should contact the RRE team prior to completing their return. This will allow the correct size of return to be allocated. Completing the wrong size of return will lead to some data being lost when the reallocation is done.**

### Questions 4 to 12

These questions gather information about formally constituted **group structures** that providers may belong to. Providers should refer to the glossary section of this document for further clarification on terms. A flowchart detailing how to complete this section is provided below. Worked examples of different group structures and how the providers in them should complete this section are provided in Annex A.

Please leave questions blank which do not apply.

### Question 4

Providers should select either 'Yes' or 'No' to indicate if their organisation was part of a formally constituted **group structure** as at 31 March 2023. If 'No' is selected, responses will not be required for questions 5 to 12.

## Question 5

Providers should select either 'Yes' or 'No' to indicate if their organisation was the **ultimate parent** of their **group structure** as at 31 March 2023.

## Question 6

Providers who are not the ultimate parent of the **group** should select either 'Yes' or 'No' to indicate if their organisation was a **parent organisation** within their group structure as at 31 March 2023.

## Question 7

Providers should record the details of all their **subsidiaries** registered with us for whom they were the immediate **parent** as at 31 March 2023.

Providers should use the dropdowns provided to list the registered subsidiary for whom they are the immediate parent. Please ensure that each subsidiary has a corresponding number entered in the 'No.' column as blank rows will not import. Providers that are parent organisations but who do not have any immediate subsidiaries registered with us should leave this question blank.

## Question 8

Providers should record the details of all their **unregistered subsidiaries** for whom they were the immediate **parent** as at 31 March 2023.

Please ensure that each subsidiary has a corresponding number entered in the 'No.' column as blank rows will not import. Providers that are parent organisations but who do not have any immediate subsidiaries that are not registered with us should leave this question and question 14 blank.

## Question 9

Providers with **unregistered** immediate **subsidiaries** should record the details of any unregistered subsidiaries that were controlled by the organisations listed in question 13 as at 31 March 2023.

Please ensure that each subsidiary has a corresponding number entered in the 'No.' column as blank rows will not import.

Providers whose unregistered subsidiaries do not have unregistered subsidiaries of their own should leave this question blank.

## Question 10

Providers who are part of a **group structure** but not the ultimate **parent** should select either 'Yes' or 'No' to indicate whether their immediate parent was a **registered provider** as at 31 March 2023.

## Question 11

Providers who answered 'Yes' to question 15 should record details of their immediate **registered parent organisation** as at 31 March 2023 by selecting from the dropdown list provided.

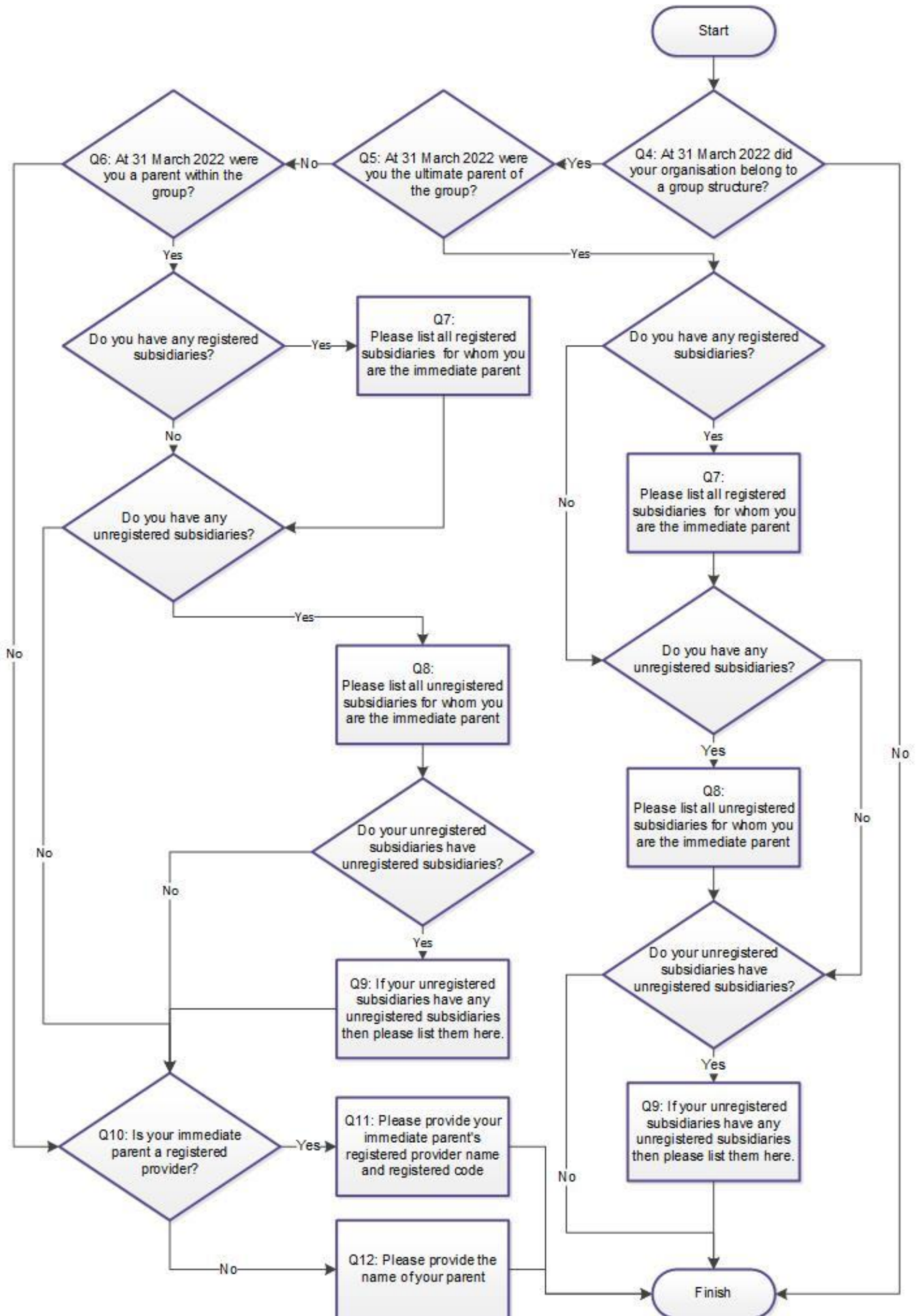
## Question 12

Providers who answered 'No' to question 10 should record details of their immediate **unregistered parent** organisation as at 31 March 2023.

## Question 13

Record the email address the fee invoice should be sent for fees payment (this may be an individual's email or a generic email for example accounts payable). Annual fee invoices are sent in early March and should be paid within 30 days.

You will be asked to provide all other contact details during your submission process.



## Low cost rental and rents

Question	Low cost rental stock							LCHO and other stock				Ownership and management			Location	
	General needs	Supported housing	Housing for older people	Care homes	Affordable Rent general needs	Affordable Rent supported housing / housing for older people	Intermediate rent	Low cost home ownership	Social leased	Non-social leased	Non-social rental	Owned + managed by the provider	Owned by the provider, managed by others	Managed by the provider for others	English LAs	All LAs
1																
2	✓	✓	✓	✓	✓	✓	✓					✓	✓	✓	✓	✓
3	✓	✓	✓	✓	✓	✓	✓					✓	✓		✓	✓
4		✓	✓									✓	✓		✓	✓
5	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
6	✓	✓	✓		✓	✓	✓					✓	✓		✓	
7	✓	✓	✓		✓	✓	✓					✓	✓		✓	
8	✓	✓	✓		✓	✓	✓					✓	✓		✓	
9	✓	✓	✓		✓	✓	✓					✓	✓		✓	
10	✓	✓	✓		✓	✓	✓					✓	✓		✓	
11	✓	✓	✓				✓					✓	✓		✓	✓
12	✓	✓	✓				✓					✓	✓		✓	✓
13	✓	✓	✓		✓	✓	✓					✓	✓		✓	✓*
14	✓	✓	✓		✓	✓	✓					✓		✓	✓	✓
15	✓											✓	✓		✓	
16	✓											✓	✓		✓	
17		✓	✓									✓	✓		✓	
18		✓	✓									✓	✓		✓	
19	✓											✓	✓		✓	
20		✓	✓									✓	✓		✓	
21	✓	✓	✓									✓	✓		✓	

(\*) Reporting in Q13 should cover all areas except for the question about DHS compliance which only applies to English LAs.

This part of the SDR captures information about the low cost rental units (social housing for rent) which providers own and/or manage, in total and for each local authority (LA) area in which the stock is located. The rents and service charges for the stock as at 31 March 2023 are also required for each of the English LAs in which a provider owns stock. This part also captures information on whether stock complies with the Decent Homes Standard (DHS) and Energy Performance Certificates (EPC) ratings.

All information provided in this part should be recorded to show the position as at 31 March 2023. Where there are tables which ask for totals by LA, the table that needs to be completed is opened using the Edit Individual LA Data button. LAs are selected by name, and once selected, the name displays in the table along with the current ONS code as a cross-check. The running totals from each column of that table are displayed on the main page, along with the number of LAs in the list.

**The glossary and definitions section provides additional guidance for defining stock categories (see entries for text highlighted like this). However, providers are**



reminded that it is their responsibility to correctly categorise and record stock accurately according to the latest applicable rules and legislation.

## Question 1

Providers who **own** or **manage** (whether for themselves or on behalf of others) any **low cost (social housing) rental accommodation** should answer 'Yes' to this question.

Providers who do not own or manage (whether for themselves or on behalf of others) any low cost (social housing) rental accommodation should answer 'No' to this question. No further responses will be required in this section if 'No' is selected.

## Question 2

Record the total number of all the **low cost rental (social housing for rent)** units **owned** and/ or **managed**, and how these break down by type. The allocation of units to categories must be determined by their classification as at 31 March 2023.

Where the property does not have a current **tenant**, the classification of the **unit** should be determined by:

- How the property is being offered to those on the waiting list.
- If it is not currently being offered, the previous type of rent if the property has been previously let but is now **vacant**.
- If it is not currently being offered and has not been previously let, then the intended type of rent for which the property was developed.

## Question 2 – Column guidance

### Column A – Owned and directly managed

Record all relevant **units** that your organisation **owns** and directly **manages** by stock type.

### Column B – Owned but managed by other organisations

Record all relevant **units** that your organisation **owns** but which are **managed** by other organisations by stock type. The registration status or group/ non-group member relationship of the managing agent to your organisation is not relevant to this question.

### Column C – Managed by other organisations

Record all relevant units that your organisation **manages** on behalf of other organisations by stock type. The group/ non-group member relationship your organisation to the organisation you are managing stock for is not relevant to this question.

## Question 2 – Line guidance

### Line 1 – General needs

Record all **general needs** units that are not categorised as **Affordable Rent** or **intermediate rent**.

### Line 2 – Supported housing

Record all **supported housing** units that are not categorised as **Affordable Rent**.

### **Line 3 – Housing for older people**

Record all **housing for older people** units that are not categorised as **Affordable Rent**.

### **Line 4 – Intermediate rent**

Record all **intermediate rent** units of any type.

### **Line 5 – Affordable Rent general needs**

Record all **Affordable Rent** general needs units.

### **Line 6 – Affordable Rent supported housing/ housing for older people**

Record all **Affordable Rent** supported housing/ housing for older people units.

### **Line 7 – Care homes**

Record all **care home** bedspaces. Providers must record the number of individual care home **bedspaces** rather than the number of care home buildings.

### **Line 8 – Total**

The NROSH+ system automatically calculates the values in this line.

## **Question 3**

For the total stock owned in Question 2 (the total of columns A + B, line 8), record the number of units owned via the following ownership methods.

Providers should note that this question relates solely to your organisation's **ownership** of its units, not the tenants relationship to the unit. The division of units between those owned freehold and those owned underleases in the SDR should reflect the division of units reported in the Electronic Annual Accounts (FVA) for providers who submit the FVA.

When calculating the length of time remaining on leases, providers should use the time until the contractual end date of the lease agreement irrespective of any break clauses or other conditions that may cause it to terminate earlier.

Providers must record the number of units when completing this question and not the number of freeholds/ leases e.g. if your organisation leased a building containing 10 flats under a single lease, you should record 10 units.

## **Question 3 – Line guidance**

### **Line 1 – Freehold**

Record the number of units that your organisation **owns** freehold.

### **Line 2 – Under a lease with fewer than 7 years remaining**

Record the number of units that your organisation **owns** under a lease with fewer than 7 years remaining.

### **Line 3 – Under a lease 7 years or more remaining**

Record the number of units that your organisation **owns** under a lease with 7 or more years remaining.



## Line 4 – Total

The NROSH+ system automatically calculates the values in this line.

## Question 4

 **NOTE: All non-self-contained units are recorded in the SDR as bedspaces.**

Provide a breakdown of the number of **owned supported housing** and **housing for older people** units/ bedspaces (excluding those categorised as **Affordable Rent**) as recorded in Question 2, lines 2 and 3 split between **self-contained** and **non-self-contained** units/ bedspaces.

### Question 4 – Column guidance

#### Column A – Self-contained units

Record all relevant **owned** units that are **self-contained**.

#### Column B – Non-self-contained units

Record all relevant **owned** units that are **non-self-contained**.

### Question 4 – Line guidance

#### Line 1 – Supported housing

Record all **supported housing** units (as recorded in Question 2 line 2) that are not categorised as **Affordable Rent**.

#### Line 2 – Housing for older people

Record all **housing for older people** units (as recorded in Question 2 line 3) that are not categorised as **Affordable Rent**.

#### Line 3 – Total

The NROSH+ system automatically calculates the values in this line.

#### Line 4 – Specialised supported housing

Record how many of the units/ bedspaces reported in the Total line (line 3) are **supported housing** and **housing for older people** units defined as **specialised supported housing** as defined in the **Rent Policy Statement**.

The total units reported for this line should be less than or equal to the total **owned** (of either management type) supported housing or housing for older people stock reported in Question 2, lines 2 and 3.

The total units reported for this line should be broadly consistent with the number of specialised supported housing units reported in Question 21.

## Question 5

Record the total number of **temporary social housing** units that are **owned** and/ or **managed**. Temporary social housing is specified in the **Rent Policy Statement**.

This question covers all stock held by your organisation and not just low cost rental stock. Include all units classified as temporary social housing from the following stock categories:

- **Social rental**
- **Non-social rental**
- **Low cost home ownership**

It is expected that the total number of temporary social housing reported in this question will be broadly reflected in the number of units of temporary social housing reported in Question 21.

## **Question 5 – Column guidance**

### **Column A – Owned and directly managed**

Record all relevant units that your organisation **owns** and directly **manages** by stock type.

### **Column B – Owned but managed by other organisations**

Record all relevant units that your organisation **owns** but which are **managed** by other organisations by stock type. The registration status or group/ non-group member relationship of the managing agent to your organisation is not relevant to this question.

### **Column C – Managed by other organisations**

Record all relevant units that your organisation **manages** on behalf of other organisations by stock type. The group/ non-group member relationship your organisation to the organisation you are managing stock for is not relevant to this question.

## **Question 6**

Record the total number of units owned to which the **Decent Homes Standard (DHS)** applies. In general, we expect that most low cost rental stock owned by a provider will be covered by the DHS. This would typically be the total number of units recorded in columns 1 and 2 of Question 2 not including care homes nor any units held outside of England.

## **Question 7**

This question records a breakdown of units failing the **Decent Homes Standard (DHS)** by reason for failure. Reporting under the individual failure criteria will not be mutually exclusive and the same unit may need to be listed under more than one criterion if it fails more than one criterion. Providers are also required to supply the total number of units that have failed one or more criteria. This will not necessarily be the total of the previous four columns.

For further guidance on DHS, please refer to:

<https://www.gov.uk/government/publications/a-decent-home-definition-and-guidance>

- ⚠ **NOTE:** A provider that has not identified any DHS failures from physical inspections of a sample of their stock, and which has identified no units as failing any criterion through any other processes, can report zero in question 7.
- ⚠ **NOTE:** In order for a unit to be classed as having been ‘physically inspected to assess DHS compliance’, the unit must have assessed against every criterion. However, where a provider identifies a failure against any one of the criteria through any process (either routine or specific DHS inspections) the unit should be reported as failing the relevant DHS criterion.
- ⚠ **NOTE:** Units which are found to have failed one or more criterion and are undergoing appraisal for demolition should not be excluded from the DHS standard until the appraisal is complete and the relevant reason for exclusion is then applied. Units which fail DHS criteria should be recorded as failing under each of the relevant DHS criterion and the total in question 7.

### Question 7 – Column guidance

#### Column A – Criterion A – It meets the current statutory minimum standard for housing

Record the number of units you own that have failed Criterion A of the **DHS**: ‘It meets the current statutory minimum standard for housing’.

#### Column B – Criterion B – It is in a reasonable state of repair

Record the number of units you own that have failed Criterion B of the **DHS**: ‘It is in a reasonable state of repair’.

#### Column C – Criterion C – It has reasonably modern facilities and services

Record the number of units you own that have failed Criterion C of the **DHS**: ‘It has reasonably modern facilities and services’.

#### Column D – Criterion D – It provides a reasonable degree of thermal comfort

Record the number of units you own that have failed Criterion D of the **DHS**: ‘It provides a reasonable degree of thermal comfort’.

#### Column E – Total units failing one or more criteria

Record the total number of units you own that fail the **DHS** on one or more criteria. The individual failure criteria will not be mutually exclusive, and the same unit may need to be listed under more than one criterion. Therefore, it is likely that this column will not equal the sum of the other four columns in question 5b.

### Question 8

This question records the number of units which are excluded from the totals reported in question 7 as not having met the **Decent Homes Standard (DHS)**, categorised by the reason for which they have not been brought up to DHS.

For further guidance on DHS please refer to:

<https://www.gov.uk/government/publications/a-decent-home-definition-and-guidance>

## Question 8 – Line guidance

### Line 1 – a) where an individual tenant does not want work carried out on their home (tenant refusal)

Record the number of units owned which do not meet the **DHS** yet are excluded from the totals reported in 7 due to an individual tenant not wanting work carried out on their home (tenant refusal).

### Line 2 – b) it being impossible to make the required improvements to components for physical or planning reasons

Record the number of units owned which do not meet the **DHS** yet are excluded from the totals reported in 7 due to it being impossible to make the required improvements to components for physical or planning reasons. Note that this only applies to units that fail Criterion C of the DHS. Providers should refer to <https://www.gov.uk/government/publications/a-decent-home-definition-and-guidance> for more details.

### Line 3 – c) practical steps to remediate category 1 hazards cannot be taken without disproportionate expense or disruption

Record the number of units owned which do not meet the **DHS** yet are excluded from the totals reported in 7 due to not being able to take practical steps to remediate category 1 hazards without disproportionate expense or disruption.

### Line 4 – d) the unit(s) are scheduled for demolition

Record the number of units owned which do not meet the **DHS** yet are excluded from the totals reported in 7 due to units being scheduled for demolition. Providers should refer to <https://www.gov.uk/government/publications/a-decent-home-definition-and-guidance> for more details.

### Line 5 – f) the unit(s) being excluded from 7 for any other reason set out in the DHS guidance

Record the number of units owned which do not meet the **DHS** yet are excluded from the totals reported in 7 due to any other reason set out in the DHS guidance. If you report units under this category, you will need to supply supporting documentation to confirm why the unit has been excluded. Providers should refer to <https://www.gov.uk/government/publications/a-decent-home-definition-and-guidance> for more details.

## Question 9

Provide the percentage of stock that has had a comprehensive physical inspection of stock to assess and record compliance against the key criteria of the **Decent Homes Standard (DHS)** over the last five years. Please report a number between 0 and 100.

Providers must also report if the percentage of stock reported in question 7 is an actual or an estimated percentage of the stock inspected.

We expect providers to report the percentage of stock based on an actual count of units wherever possible. However, in 2023 we will be encouraging those providers who cannot provide an actual percentage of units physically inspected to provide an estimated percentage.

**!** **NOTE: Only inspections that have included an assessment of DHS compliance should be counted. Routine stock inspections that have not included this assessment should not be counted. For further guidance on DHS, please refer to: <https://www.gov.uk/government/publications/a-decent-home-definition-and-guidance>**

## Question 10

This question records the number of units with an **Energy Performance Certificate (EPC)** of each rating, as well as the number of units where the EPC rating is not known (but where an EPC will be required for future sale or lettings) and the number of units where an EPC is not required due to the unit being exempt.

This question covers all owned low cost rental units, including non-self-contained units which we would typically expect to see reported in the EPC-not required column.

Providers should report an EPC rating for each unit where EPC or equivalent performance has been assessed. Where possible this should be the rating from a valid EPC. However, expired EPC ratings can be reported, or where a provider does not have these, other measures of energy efficiency may be used in order to calculate or map an EPC rating. Units where no rating is known (and where this cannot be established from other measures) should be reported under EPC-not known. Providers will need to establish if their assessment of units, where this is not an EPC assessment, can be used to calculate equivalent EPC ratings.

Where providers have calculated or mapped EPC ratings for units which have an existing and valid EPC they should report the EPC rating which best represents the current energy performance of that unit. We recognise that significant repairs or development work may result in a unit's EPC (while technically still valid) not being the most relevant assessment of current energy performance. Providers must ensure that they have sufficient assurance that the revised (calculated) EPC is sufficiently robust before reporting this instead of the valid EPC.

For further EPC guidance and information on exemptions and what constitutes a valid EPC, please refer to: <https://www.gov.uk/government/collections/energy-performance-certificates>

## Question 10 – Column guidance

### Columns A-G

Record the number of units with the respective **EPC** rating.

### Column H – EPC-not known

Record the number of units where the **EPC** rating is not known but where an EPC will be required for future sale or lettings.

### Column I – EPC-not required

Record the number of units where the **EPC** is not required due to units being exempt.

## Question 11

Record a breakdown of your owned low cost rental stock units (excluding **Affordable Rent** and **Care Home** stock) by date of construction. For units where the construction date is not known, providers should estimate the date rather than omit the units from the figures. When recording the date of construction of units that have been remodelled or redeveloped, providers should use the date the building was originally constructed.

Providers should note that the categories in this question use calendar years rather than financial years/ SDR reporting periods and it should be completed on that basis. All units constructed on or after 1 January 2021 should be recorded in the Post 2020 category.

## Question 12



Record a breakdown of your owned low cost rental stock units (excluding **Affordable Rent** and **Care Home** stock) by property type. When recording flats, the number of storeys relates to the height of the block and not the location of the individual flats in the block. Properties that have been sub-divided or converted into individual units should be recorded as flats.

For the 2023 SDR, the building height categories for flats have been updated to align with the definition of a “higher risk building” introduced by the Building Safety Act 2022 (see Part Four, Section 65) which received Royal Assent in April 2022. Please ensure you classify your stock in line with the updated building height definitions when completing this question. For further information, please refer to: <https://www.gov.uk/guidance/the-building-safety-act>

We appreciate that these new definitions may lead to some additional changes in reporting and increase the number of errors made in the short term.

## Question 13

For each local authority area, provide information about your **owned** (whether managed or not) low cost rental accommodation, where it is located, and its **DHS** compliance. Entries are not required for local authority areas where your organisation does not own low cost rental accommodation.

-  **NOTE: Please only add the local authority areas where you own units. If you need to delete a local authority area, use the dustbin icon in the local authority drop down in the web view. Removing local authority areas from an Excel template will not remove them in the web view upon import.**
-  **NOTE: You will add the details for Question 13 in a separate tab in both the Excel template and the web view.**

## Question 13 – Column guidance

### Column A – General needs self-contained units

Record the number of general needs units (including **Affordable Rent general needs** and all **intermediate rent**) **self-contained** units you **own**.



### Column B – General needs bedspaces

Record the number of general needs units (including **Affordable Rent general needs** and all **intermediate rent**) **bedspaces** units you **own**.

### Column C – Supported housing

Record the number of support housing units (including **Affordable Rent supported housing**) units you **own**. No separation based on self-contained/ bedspaces is required.

### Column D – Housing for older people

Record the number of housing for older people units (including **Affordable Rent housing for older people**) units you **own**. No separation based on self-contained/ bedspaces is required.


### Column E – The total number of all of these units which fail the DHS.

Record the number of units in column A to column D (inclusive) that **fail** the **Decent Homes Standard**. The total number of DHS failures should be less than or equal to the total stock covered in Q5. Units to which the DHS does not apply should not be recorded as failures.

## Question 14

 **NOTE: All non-self-contained units are recorded in the SDR as bedspaces.**

For each local authority area, provide information about your **managed** (whether owned or not) low cost rental accommodation and where it is located. Entries are not required for local authority areas where your organisation does not manage low cost rental accommodation.

 **NOTE: Please only add the local authority areas where you own units. If you need to delete a local authority area, use the dustbin icon in the local authority drop down in the web view. Removing local authority areas from an Excel template will not remove them in the web view upon import.**

 **NOTE: You will add the details for Question 14 in a separate tab in both the Excel template and the web view.**

## Question 14 – Column guidance

### Column A – General needs self-contained units

Record the number of general needs units (including **Affordable Rent general needs** and all **intermediate rent**) **self-contained** units you **manage**.

### Column B – General needs bedspaces

Record the number of general needs units (including **Affordable Rent general needs** and all **intermediate rent**) **bedspaces** units you **manage**.

### Column C – Supported housing

Record the number of support housing units (including **Affordable Rent supported housing**) units you **manage**. No separation based on self-contained/ bedspaces is required.

## Column D – Housing for older people

Record the number of housing for older people units (including **Affordable Rent housing for older people**) units you **manage**. No separation based on self-contained/ bedspaces is required.

## Question 15

 **NOTE: All non-self-contained units are recorded in the SDR as bedspaces.**

For each local authority area in England where you own **general needs** units/ bedspaces that **DO NOT** have an **exception** as defined in the **Rent Policy Statement**, record the number of units, **average weekly net rents**, average **formula rent** and **service charges** in place on 31 March.


For the avoidance of doubt:


- **Affordable Rent** units must not be included in this question (please report these in the Affordable Rent part),
- **Intermediate rent** units must not be included in this question (data on intermediate rents levels are not captured by the SDR).

This question covers **owned** general needs units/ bedspaces regardless of their management status. Providers should source this data from their managing agents as required.

**Vacant** units must be included in this question. The rent and service charge figures for these units should be either those charged under the previous tenancy or the intended future charges when the property is let/ re-let.

The total number of units reported in this question must be less than or equal to the total number of owned general needs units reported in Question 2, Line 1.

 **NOTE: Please only add the local authority areas where you own units. If you need to delete a local authority area, use the dustbin icon in the local authority drop down in the web view. Removing local authority areas from an Excel template will not remove them in the web view upon import.**

 **NOTE: You will add the details for Question 15 in a separate tab in both the Excel template and the web view.**

## Question 15 – Column guidance

### Column A – Total units/ bedspaces (excluding units with an exception)

Record the number of **general needs** units by bedsize that **DO NOT** have an **exception** as defined in the **Rent Policy Statement**.

For the avoidance of doubt do not include **Affordable Rent** units (please report these in the Affordable Rent part) and do not include **Intermediate rent** units (data on intermediate rent levels are not captured in the SDR).

### Column B – Average weekly NET rent (excluding units with an absolute exception)

Record the **average weekly NET rent** per dwelling by bedsize for **general needs** units that **DO NOT** have an **exception** as defined in the **Rent Policy Statement**.



For the avoidance of doubt do not include **Affordable Rent** units (please report these in the Affordable Rent part) and do not include **Intermediate rent** units (data on intermediate rent levels are not captured in the SDR).

All rent figures must be weighted averages and calculated on a **standardised 52 week basis**. If these are not collected on a 52 week basis or a number of 'rent-free weeks' are offered to tenants, the figures must be converted to average them over 52 weeks.

All providers should consult the glossary for further information related to recording figures on a standardised 52 week basis.

Where the 31 March falls in a 'rent free' week please use the closest week preceding the 31 March where rent was payable.

### **Column C – Number of units/ bedspaces with service charges eligible for housing benefit/ universal credit (excluding units with an exception)**

Record the number of **general needs** units with **service charges** eligible for housing benefit or universal credit by bedsize that **DO NOT** have an **exception** as defined in the **Rent Policy Statement**.

For the avoidance of doubt do not include **Affordable Rent** units (please report these in the Affordable Rent part) and do not include **Intermediate rent** units (data on intermediate rent levels are not captured in the SDR).

### **Column D – Average service charge eligible for housing benefit/ universal credit (excluding units with an exception)**

Record the average weekly **service charges** eligible for housing benefit or universal credit per dwelling by bedsize for **general needs** units that **DO NOT** have an **exception** as defined in the **Rent Policy Statement**.

For the avoidance of doubt do not include **Affordable Rent** units please report these in the Affordable Rent part) and do not include **Intermediate rent** units (data on intermediate rent levels are not captured in the SDR).

All service charge figures must be weighted averages and calculated on a **standardised 52 week basis**. If these are not collected on a 52 week basis or a number of 'rent-free weeks' are offered to tenants, the figures must be converted to average them over 52 weeks.

All providers should consult the glossary for further information related to recording figures on a standardised 52 week basis.

Where the 31 March falls in a 'rent free' week please use the closest week preceding the 31 March where rent was payable.

### **Column E – Number of units/ bedspaces with service charges not eligible for housing benefit/ universal credit (excluding units with an exception)**

Record the number of **general needs** units with **service charges** not eligible for housing benefit or universal credit by bedsize that **DO NOT** have an **exception** as defined in the **Rent Policy Statement**.

For the avoidance of doubt do not include **Affordable Rent** units (please report these in the Affordable Rent part) and do not include **Intermediate rent** units (data on intermediate rent levels are not captured in the SDR).

#### **Column F – Average service charge not eligible for housing benefit (excluding units with an absolute exception)**

Record the average weekly **service charges** not eligible for housing benefit or universal credit per dwelling by bedsize for **general needs** units that **DO NOT** have an **exception** as defined in the **Rent Policy Statement**.

For the avoidance of doubt do not include **Affordable Rent** units (please report these in the Affordable Rent part) and do not include **Intermediate rent** units (data on intermediate rent levels are not captured in the SDR).

All service charge figures must be weighted averages and calculated on a **standardised 52 week basis**. If these are not collected on a 52 week basis or a number of 'rent-free weeks' are offered to tenants, the figures must be converted to average them over 52 weeks.

All providers should consult the glossary for further information related to recording figures on a standardised 52 week basis.

Where the 31 March falls in a 'rent free' week please use the closest week preceding the 31 March where rent was payable.

#### **Column G – Average formula rent calculated as per the Rent Policy Statement (excluding units with an exception)**

Record the average weekly **formula rent** calculated as per the **Rent Policy Statement** per dwelling by bedsize for **general needs** units that **DO NOT** have an **exception** as defined in the **Rent Policy Statement**.

For the avoidance of doubt do not include **Affordable Rent** units (please report these in the Affordable Rent part) and do not include **Intermediate rent** units (data on intermediate rent levels are not captured in the SDR).

All formula rent figures must be weighted averages and calculated on a **standardised 52 week basis**. If these are not collected on a 52 week basis or a number of 'rent-free weeks' are offered to tenants, the figures must be converted to average them over 52 weeks.

All providers should consult the glossary for further information related to recording figures on a standardised 52 week basis.

Where the 31 March falls in a 'rent free' week please use the closest week preceding the 31 March where rent was payable.

 **NOTE: Formula rents must be reported excluding the tolerances allowed by the rent policy statement.**

#### **Question 15 – Line guidance**

##### **Line 1 – Bedspaces**

Record all **non-self-contained units** as **bedspaces**.

## Line 2 – Bedsits

This should include all **self-contained** bedsit units. This should also include all studio flats. Exclude all **bedspaces**.

## Lines 3-8 – One bedroom to six or more bedrooms

Record all owned dwelling units by the number of bedrooms contained. Exclude all bedsits and **bedspaces**.

## Line 9 – Total self-contained/ weighted average

The NROSH+ system automatically calculates the values in this line.

## Line 10 – Total general needs/ weighted average

The NROSH+ system automatically calculates the values in this line.

## Question 16

Providers that own **general needs** units with an **exception** as defined in the **Rent Policy Statement** (other than Affordable Rent and intermediate rent) should answer Yes to this question. They will then be required to complete Question 19 and the general needs section of Question 21 (column A).

For the avoidance of doubt do not include **Affordable Rent** units (please report these in the Affordable Rent part) and do not include **Intermediate rent** units (data on intermediate rent levels are not captured in the SDR).

Providers that do not have general needs units with an exception as defined in the Rent Policy Statement (but excluding Affordable Rent and intermediate rent) should answer No to this question. They will not be required to complete Question 19 or the general needs section of Question 21 (column A).

## Question 17

 **NOTE: All non-self-contained units are recorded in the SDR as bedspaces.**

For each local authority area in England where you own **supported housing** (including **housing for older people**) units/ bedspaces that **DO NOT** have an **exception** as defined in the **Rent Policy Statement**, record the number of units, **average weekly net rents**, average **formula rent** and **service charges** in place on 31 March.

Supported housing and housing for older people units must be combined when answering this question. For the avoidance of doubt:

- **Affordable Rent** units must not be included in this question (please report these in the Affordable Rent part),
- **Intermediate rent** units must not be included in this question (data on intermediate rents levels are not captured by the SDR).

This question covers **owned** supported housing (including housing for older people) units/ bedspaces regardless of their management status. Providers should source this data from their managing agents as required.

**Vacant** units must be included in this question. The rent and service charge figures for these units should be either those charged under the previous tenancy or the intended future charges when the property is let/ re-let.

The total number of units reported in this question must be less than or equal to the total number of owned supported housing and housing for older people units reported in Question 2, Lines 2 and 3.

- ⚠ **NOTE: Please only add the local authority areas where you own units. If you need to delete a local authority area, use the dustbin icon in the local authority drop down in the web view. Removing local authority areas from an Excel template will not remove them in the web view upon import.**
- ⚠ **NOTE: You will add the details for Question 17 in a separate tab in both the Excel template and the web view.**

### Question 17 – Column guidance

#### Column A – Total units/ bedspaces (excluding units with an exception)

Record the number of **supported housing** (including **housing for older people**) units by bedsize that **DO NOT** have an **exception** as defined in the **Rent Policy Statement**.

For the avoidance of doubt do not include Affordable Rent units (please report these in the Affordable Rent part) and do not include Intermediate rent units (data on intermediate rent levels are not captured in the SDR).

#### Column B – Average weekly NET rent (excluding units with an exception)

Record the **average weekly NET rent** per dwelling by bedsize for **supported housing** (including **housing for older people**) units that **DO NOT** have an **exception** as defined in the **Rent Policy Statement**.

For the avoidance of doubt do not include Affordable Rent units (please report these in the Affordable Rent part) and do not include Intermediate rent units (data on intermediate rent levels are not captured in the SDR).

All rent figures must be weighted averages and calculated on a **standardised 52 week basis**. If these are not collected on a 52 week basis or a number of 'rent-free weeks' are offered to tenants, the figures must be converted to average them over 52 weeks.

All providers should consult the glossary for further information related to recording figures on a standardised 52 week basis.

Where the 31 March falls in a 'rent free' week please use the closest week preceding the 31 March where rent was payable.

#### Column C – Number of units/ bedspaces with service charges eligible for housing benefit/ universal credit (excluding units with an exception)

Record the number of **supported housing** (including **housing for older people**) units with **service charges** eligible for housing benefit or universal credit by bedsize that **DO NOT** have an **exception** as defined in the **Rent Policy Statement**.

For the avoidance of doubt do not include Affordable Rent units (please report these in the Affordable Rent part) and do not include Intermediate rent units (data on intermediate rent levels are not captured in the SDR).

### **Column D – Average service charge eligible for housing benefit/ universal credit (excluding units with an exception)**

Record the average weekly **service charges** eligible for housing benefit or universal credit per dwelling by bedsize for **supported housing** (including **housing for older people**) units that **DO NOT** have an **exception** as defined in the **Rent Policy Statement**.

For the avoidance of doubt do not include Affordable Rent units (please report these in the Affordable Rent part) and do not include Intermediate rent units (data on intermediate rent levels are not captured in the SDR).

All service charge figures must be weighted averages and calculated on a **standardised 52 week basis**. If these are not collected on a 52 week basis or a number of 'rent-free weeks' are offered to tenants, the figures must be converted to average them over 52 weeks.

All providers should consult the glossary for further information related to recording figures on a standardised 52 week basis.

Where the 31 March falls in a 'rent free' week please use the closest week preceding the 31 March where rent was payable.

### **Column E – Number of units/ bedspaces with service charges not eligible for housing benefit/ universal credit (excluding units with an exception)**

Record the number of **supported housing** (including **housing for older people**) units with **service charges** not eligible for housing benefit or universal credit by bedsize that **DO NOT** have an **exception** as defined in the **Rent Policy Statement**.

For the avoidance of doubt do not include Affordable Rent units (please report these in the Affordable Rent part) and do not include Intermediate rent units (data on intermediate rent levels are not captured in the SDR).

### **Column F – Average service charge not eligible for housing benefit/ universal credit (excluding units with an exception)**

Record the average weekly **service charges** not eligible for housing benefit or universal credit per dwelling by bedsize for **supported housing** (including **housing for older people**) units that **DO NOT** have an **exception** as defined in the **Rent Policy Statement**.

For the avoidance of doubt do not include Affordable Rent units (please report these in the Affordable Rent part) and do not include Intermediate rent units (data on intermediate rent levels are not captured in the SDR).

All service charge figures must be weighted averages and calculated on a **standardised 52 week basis**. If these are not collected on a 52 week basis or a number of 'rent-free weeks' are offered to tenants, the figures must be converted to average them over 52 weeks.

All providers should consult the glossary for further information related to recording figures on a standardised 52 week basis.

Where the 31 March falls in a 'rent free' week please use the closest week preceding the 31 March where rent was payable.

### Column G – Average formula rent calculated as per the Rent Policy Statement (excluding units with an exception)

Record the average weekly **formula rent** calculated as per the **Rent Policy Statement** per dwelling by bedsize for **supported housing** (including **housing for older people**) units that **DO NOT** have an **exception** as defined in the **Rent Policy Statement**.

For the avoidance of doubt do not include Affordable Rent units (please report these in the Affordable Rent part) and do not include Intermediate rent units (data on intermediate rent levels are not captured in the SDR).

All formula rent figures must be weighted averages and calculated on a **standardised 52 week basis**. If these are not collected on a 52 week basis or a number of 'rent-free weeks' are offered to tenants, the figures must be converted to average them over 52 weeks.

All providers should consult the glossary for further information related to recording figures on a standardised 52 week basis.

Where the 31 March falls in a 'rent free' week please use the closest week preceding the 31 March where rent was payable.

 **NOTE: Formula rents must be reported excluding the tolerances allowed by the rent policy statement.**

### Question 17 – Line guidance

#### Line 1 – Bedspaces

Record all **non-self-contained units** as **bedspaces**.

#### Line 2 – Bedsits

This should include all **self-contained** bedsit units. This should also include all studio flats. Exclude all **bedspaces**.

#### Lines 3-6 – One bedroom to four or more bedrooms

Record all owned dwelling units by the number of bedrooms contained. Exclude all bedsits and **bedspaces**.

#### Line 7 – Total self-contained/ weighted average

The NROSH+ system automatically calculates the values in this line.

#### Line 8 – Total supported housing (including housing for older people)/ weighted average

The NROSH+ system automatically calculates the values in this line.

### Question 18

Providers that own **supported housing** (including **housing for older people**) units with an **exception** as defined in the **Rent Policy Statement** (other than **Affordable Rent** and **intermediate rent**) should answer Yes to this question. They will then be required to complete Question 20 and the supported housing (including housing for older people) section of Question 21 (column B).



For the avoidance of doubt do not include **Affordable Rent** units (please report these in the Affordable Rent part) and do not include **Intermediate rent** units (data on intermediate rent levels are not captured in the SDR).

Providers that do not have general needs units with an exception as defined in the Rent Policy Statement (but excluding Affordable Rent and intermediate rent) should answer No to this question. They will not be required to complete Question 20 or the supported housing (including housing for older people) section of Question 21 (column B).

## Question 19

 **NOTE: All non-self-contained units are recorded in the SDR as bedspaces.**

For each local authority area in England where you own **general needs** units/ bedspaces, record the total number of units, **average weekly net rents** and **service charges** in place on 31 March (**INCLUDING** those with an **exception** as defined in the **Rent Policy Statement**). For the avoidance of doubt:

- **Affordable Rent** units must not be included in this question (please report these in the Affordable Rent part),
- **Intermediate rent** units must not be included in this question (data on intermediate rents levels are not captured by the SDR).
- Units subject to **HIST** arrangements must be included only where specified (column G only).

This question covers **owned** general needs units/ bedspaces regardless of their management status. Providers should source this data from their managing agents as required.

**Vacant** units must be included in this question. The rent and service charge figures for these units should be either those charged under the previous tenancy or the intended future charges when the property is let/ re-let.

The total number of units reported in this question must be less than or equal to the total number of owned general needs units reported in Question 2, Line 1.

The total number of units reported in this question must be greater than the total number of owned general needs units reported in Question 17.

Providers should also ensure that the local authority areas and bedsize categorisations listed in Question 17 are carried forward to this question and then built upon with the addition of excepted units.

- ⚠ **NOTE:** The total number of units reported in this question should only be less than the total reported in Question 2, Line 1 if some units are located outside of England.
- ⚠ **NOTE:** Please only add the local authority areas where you own units. If you need to delete a local authority area, use the dustbin icon in the local authority drop down in the web view. Removing local authority areas from an Excel template will not remove them in the web view upon import.
- ⚠ **NOTE:** You will add the details for Question 19 in a separate tab in both the Excel template and the web view.

### Question 19 – Column guidance

#### Column A – Total units/ bedspaces (excluding IR, AR and HIST)

Record the number of **general needs** units by bedsize **INCLUDING** those that have an **exception** as defined in the **Rent Policy Statement** (do not include **Affordable Rent**, **intermediate rent** or units subject to **HIST** arrangements).

#### Column B – Average weekly NET rent (excluding IR, AR and HIST)

Record the **average weekly NET rent** per dwelling by bedsize for **general needs** units **INCLUDING** those that have an **exception** as defined in the **Rent Policy Statement** (do not include **Affordable Rent**, **intermediate rent** or units subject to **HIST** arrangements).

All rent figures must be weighted averages and calculated on a **standardised 52 week basis**. If these are not collected on a 52 week basis or a number of 'rent-free weeks' are offered to tenants, the figures must be converted to average them over 52 weeks.

All providers should consult the glossary for further information related to recording figures on a standardised 52 week basis.

Where the 31 March falls in a 'rent free' week please use the closest week preceding the 31 March where rent was payable.

#### Column C – Number of units/ bedspaces with service charges eligible for housing benefit/ universal credit (excluding IR, AR and HIST)

Record the number of **general needs** units with **service charges** eligible for housing benefit or universal credit by bedsize **INCLUDING** those that have an **exception** as defined in the **Rent Policy Statement** (do not include **Affordable Rent**, **intermediate rent** or units subject to **HIST** arrangements).

#### Column D – Average service charge eligible for housing benefit/ universal credit (excluding IR, AR and HIST)

Record the average weekly **service charges** eligible for housing benefit or universal credit per dwelling by bedsize for **general needs** units **INCLUDING** those that have an **exception** as defined in the **Rent Policy Statement** (do not include **Affordable Rent**, **intermediate rent** or units subject to **HIST** arrangements).

All service charge figures must be weighted averages and calculated on a **standardised 52 week basis**. If these are not collected on a 52 week basis or a number of 'rent-free weeks' are offered to tenants, the figures must be converted to average them over 52 weeks.



All providers should consult the glossary for further information related to recording figures on a standardised 52 week basis.

Where the 31 March falls in a 'rent free' week please use the closest week preceding the 31 March where rent was payable.

### **Column E – Number of units/ bedspaces with service charges not eligible for housing benefit/ universal credit (excluding IR, AR and HIST)**

Record the number of **general needs** units with **service charges** not eligible for housing benefit or universal credit by bedsize **INCLUDING** those that have an **exception** as defined in the **Rent Policy Statement** (do not include **Affordable Rent**, **intermediate rent** or units subject to **HIST** arrangements).

### **Column F – Average service charge not eligible for housing benefit/ universal credit (excluding IR, AR and HIST)**

Record the average weekly **service charges** not eligible for housing benefit or universal credit per dwelling by bedsize for **general needs** units **INCLUDING** those that have an **exception** as defined in the **Rent Policy Statement** (do not include **Affordable Rent**, **intermediate rent** or unit subject to **HIST** arrangements).

All service charge figures must be weighted averages and calculated on a **standardised 52 week basis**. If these are not collected on a 52 week basis or a number of 'rent-free weeks' are offered to tenants, the figures must be converted to average them over 52 weeks.

All providers should consult the glossary for further information related to recording figures on a standardised 52 week basis.

Where the 31 March falls in a 'rent free' week please use the closest week preceding the 31 March where rent was payable.

### **Column G – Total number of units/ bedspaces subject to HIST arrangements**

Record the number of **general needs** units by bedsize that are subject to **HIST** arrangements. For the purposes of this return, a unit is only considered to be subject to HIST arrangements where the provider has taken a decision not to apply the usual statutory or regulatory rules in relation to that unit as a result of the tenant's/ tenants' higher income status. Do not include **Affordable Rent** or **intermediate rent** units.

## **Question 19 – Line guidance**

### **Line 1 – Bedspaces**

Record all **non-self-contained units** as **bedspaces**.

### **Line 2 – Bedsits**

This should include all **self-contained** bedsit units. This should also include all studio flats. Exclude all **bedspaces**.

### **Lines 3-8 – One bedroom to six or more bedrooms**

Record all owned dwelling units by the number of bedrooms contained. Exclude all bedsits and **bedspaces**.

### Line 9 – Total self-contained/ weighted average

The NROSH+ system automatically calculates the values in this line.

### Line 10 – Total general needs/ weighted average

The NROSH+ system automatically calculates the values in this line.

## Question 20

### **NOTE: All non-self-contained units are recorded in the SDR as bedspaces.**

For each local authority area in England where you own **supported housing** (including **housing for older people**) units/ bedspaces, record the number of units, **average weekly net rents** and **service charges** in place on the 31 March (**INCLUDING** those with an **exception** as defined in the **Rent Policy Statement**). For the avoidance of doubt:

- **Affordable Rent** units must not be included in this question (please report these in the Affordable Rent part),
- **Intermediate rent** units must not be included in this question (data on intermediate rents levels are not captured by the SDR).
- Units subject to **HIST** arrangements must be included only where specified (column G only).

This question covers **owned** supported housing (including housing for older people) units/ bedspaces regardless of their management status. Providers should source this data from their managing agents as required.

Supported housing and housing for older people units must be combined when answering this question.

**Vacant** units must be included in this question. The rent and service charge figures for these units should be either those charged under the previous tenancy or the intended future charges when the property is let/ re-let.

The total number of units reported in this question must be less than or equal to the total number of owned supported housing and housing for older people units reported in Question 2, Lines 2 and 3.

The total number of units reported in this question must be greater than the total number of owned supported housing units reported in Question 17.

Providers should also ensure that the local authority areas and bedsize categorisations listed in Question 17 are carried forward to this question and then built upon with the addition of excepted units.

- ⚠ **NOTE:** The total number of units reported in this question should only be less than the total reported in Question 2, Lines 2 and 3 if some units are located outside of England.
- ⚠ **NOTE:** Please only add the local authority areas where you own units. If you need to delete a local authority area, use the dustbin icon in the local authority drop down in the web view. Removing local authority areas from an Excel template will not remove them in the web view upon import.
- ⚠ **NOTE:** You will add the details for Question 20 in a separate tab in both the Excel template and the web view.

## Question 20 – Column guidance

### Column A – Total units/bedspaces (excluding IR, AR and HIST)

Record the number of **supported housing** (including **housing for older people**) units by bedsize **INCLUDING** those that have an **exception** as defined in the **Rent Policy Statement** (do not include **Affordable Rent**, **intermediate rent** or units subject to **HIST** arrangements).

### Column B – Average weekly NET rent (excluding IR, AR and HIST)

Record the **average weekly NET rent** per dwelling by bedsize for **supported housing** (including **housing for older people**) units **INCLUDING** those that have an **exception** as defined in the **Rent Policy Statement** (do not include **Affordable Rent**, **intermediate rent** or units subject to **HIST** arrangements).

All rent figures must be weighted averages and calculated on a **standardised 52 week basis**. If these are not collected on a 52 week basis or a number of 'rent-free weeks' are offered to tenants, the figures must be converted to average them over 52 weeks.

All providers should consult the glossary for further information related to recording figures on a standardised 52 week basis.

Where the 31 March falls in a 'rent free' week please use the closest week preceding the 31 March where rent was payable.

### Column C – Number of units/ bedspaces with service charges eligible for housing benefit/ universal credit (excluding IR, AR and HIST)

Record the number of for **supported housing** (including **housing for older people**) units with **service charges** eligible for housing benefit or universal credit by bedsize **INCLUDING** those that have an **exception** as defined in the **Rent Policy Statement** (do not include **Affordable Rent**, **intermediate rent** or units subject to **HIST** arrangements).

### Column D – Average service charge eligible for housing benefit/ universal credit (excluding IR, AR and HIST)

Record the average weekly **service charges** eligible for housing benefit or universal credit per dwelling by bedsize for **supported housing** (including **housing for older people**) units **INCLUDING** those that have an **exception** as defined in the **Rent Policy Statement** (do not include **Affordable Rent**, **intermediate rent** or units subject to **HIST** arrangements).

All service charge figures must be weighted averages and calculated on a **standardised 52 week basis**. If these are not collected on a 52 week basis or a number of 'rent-free

weeks' are offered to tenants, the figures must be converted to average them over 52 weeks.

All providers should consult the glossary for further information related to recording figures on a standardised 52 week basis.

Where the 31 March falls in a 'rent free' week please use the closest week preceding the 31 March where rent was payable.

#### **Column E – Number of units/ bedspaces with service charges not eligible for housing benefit/ universal credit (excluding IR, AR and HIST)**

Record the number of **supported housing** (including **housing for older people**) units with **service charges** not eligible for housing benefit or universal credit by bedsize **INCLUDING** those that have an **exception** as defined in the **Rent Policy Statement** (do not include **Affordable Rent**, **intermediate rent** or units subject to **HIST** arrangements).

#### **Column F – Average service charge not eligible for housing benefit/ universal credit (excluding IR, AR and HIST)**

Record the average weekly **service charges** not eligible for housing benefit or universal credit per dwelling by bedsize for **supported housing** (including **housing for older people**) units **INCLUDING** those that have an **exception** as defined in the **Rent Policy Statement** (do not include **Affordable Rent**, **intermediate rent** or units subject to **HIST** arrangements).

All service charge figures must be weighted averages and calculated on a **standardised 52 week basis**. If these are not collected on a 52 week basis or a number of 'rent-free weeks' are offered to tenants, the figures must be converted to average them over 52 weeks.

All providers should consult the glossary for further information related to recording figures on a standardised 52 week basis.

Where the 31 March falls in a 'rent free' week please use the closest week preceding the 31 March where rent was payable.

#### **Column G – Total number of units/ bedspaces subject to HIST arrangements**

Record the number of **supported housing** (including **housing for older people**) units by bedsize that are subject to **HIST** arrangements. For the purposes of this return, a unit is only considered to be subject to HIST arrangements where the provider has taken a decision not to apply the usual statutory or regulatory rules in relation to that unit as a result of the tenant's/ tenants' higher income status. Do not include **Affordable Rent** or **intermediate rent** units.

#### **Question 20 – Line guidance**

##### **Line 1 – Bedspaces**

Record all **non-self-contained units** as **bedspaces**.

##### **Line 2 – Bedsits**

This should include all **self-contained** bedsit units. This should also include all studio flats. Exclude all **bedspaces**.

### Lines 3-6 – One bedroom to four or more bedrooms

Record all owned dwelling units by the number of bedrooms contained. Exclude all bedsits and **bedspaces**.

### Line 7 – Total self-contained/ weighted average

The NROSH+ system automatically calculates the values in this line.

### Line 8 – Total supported housing (including housing for older people)/ weighted average

The NROSH+ system automatically calculates the values in this line.

## Question 21

Providers who have reported that they have units with an **exception** as defined in the **Rent Policy Statement** (other than **Affordable Rent** and **intermediate rent** units or units subject to **HIST** arrangements) in Question 16 or 18 are required to give the total number of units by exception reason. Entries should be recorded at a total level and no Local Authority or property size breakdown is required.

Providers who answered Yes to Question 16 will need to complete entries under the general needs column (column A) and providers who answered Yes to Question 18 will need to complete entries under the supported housing (including housing for older people) column (column B). Providers who answered No to Questions 16 or 18 should leave the relevant columns blank.

Each unit should be counted only once under this question. Where a unit qualifies for an exception for multiple reasons, providers should select the category they feel is most appropriate. **Vacant** units should be included in this question. This question covers owned units regardless of their management status.

## Question 21 – Column guidance

### Column A – General needs

Record all **general needs** units/ bedspaces that have an **exception** as defined in the **Rent Policy Statement** (do not include units **Affordable Rent** and **intermediate rent** units or units subject to **HIST** arrangements).

### Column B - Supported housing (including housing for older people)

Record all **supported housing** (including **housing for older people**) units/ bedspaces that have an **exception** as defined in the **Rent Policy Statement** (do not include units **Affordable Rent** and **intermediate rent** units or units subject to **HIST** arrangements). Supported housing and housing for older people units must be combined when answering this question.

### Column C – Total units/ bedspaces

The NROSH+ system automatically calculates the values in this column.

## Question 21 – Line guidance

### Line 1 – Specialised Supported Housing

This line is not available for general needs units/ bedspaces.

Record all **supported housing** (including **housing for older people**) units/ bedspaces defined as **specialised supported housing** as defined in the **Rent Policy Statement**.

The number of units recorded on this line must be less than or equal to the number of specialised supported housing units recorded in Question 4. If the number of units recorded on this line is less than the number in Question 4, a supporting document should be uploaded to explain the difference.

#### **Line 2 – Temporary Social Housing**

Record all units/ bedspaces defined as **temporary social housing** as defined in the **Rent Policy Statement**.

The number of units recorded on this line must be less than or equal to the number of temporary social housing units recorded in Question 5. If the number of units recorded on this line does not broadly align with the number in Question 5, a supporting document should be uploaded to explain the difference.

#### **Line 3 – Other units with an absolute (full) exception as defined in the Rent Policy Statement**

Record all other units/ bedspaces that have an **absolute exception** as defined in the **Rent Policy Statement** (do not include units **Affordable Rent** and **intermediate rent** units or units subject to **HIST** arrangements).

#### **Line 4 – Total**

The NROSH+ system automatically calculates the values in this line.



## Low cost home ownership

Question	Low cost rental stock							LCHO and other stock				Ownership and management			Location	
	General needs	Supported housing	Housing for older people	Care homes	Affordable Rent general needs	Affordable Rent supported housing / housing for older people	Intermediate rent	Low cost home ownership	Social leased	Non-social leased	Non-social rental	Owned + managed by the provider	Owned by the provider, managed by others	Managed by the provider for others	English LAs	All LAs
1								✓								
2								✓				✓	✓	✓	✓	✓
3								✓				✓	✓		✓	✓
4								✓				✓	✓		✓	✓
5								✓				✓	✓		✓	✓
6								✓				✓	✓		✓	✓
7								✓				✓	✓		✓	✓
8								✓				✓	✓		✓	✓
9								✓				✓	✓		✓	✓
10								✓				✓	✓	✓	✓	✓
11								✓				✓	✓		✓	✓
12								✓				✓	✓	✓	✓	✓

This part captures information about the **low cost home ownership** accommodation providers own or manage, both overall and for each LA area in which the stock is located.

The glossary and definitions section provides additional guidance for defining stock categories (see entries for text highlighted like this). However, providers are reminded that it is their responsibility to correctly categorise and record stock accurately according to the latest applicable rules and legislation.

### Question 1

Providers who **own** or **manage** (whether for themselves or on behalf of others) any **low cost home ownership** accommodation should answer 'Yes' to this question.

Providers who do not own or manage (whether for themselves or on behalf of others) any low cost (social) home ownership accommodation should answer 'No' to this question. No further responses will be required in this part if 'No' is selected.

### Question 2

This question requires you to enter the number of **low cost home ownership** units where the purchaser has not acquired 100% of the equity your organisation reported in the SDR last year. It also requires you to report any adjustments to the previously reported figures.

If your organisation has made an adjustment to the previously reported SDR figures, you must provide a brief explanation in the text box below this question. A supporting document should also be uploaded for complex, detailed or long explanations.

**!** **NOTE: Adjustments may be required to prior year figures due to changes in reporting requirements for units where the maximum share that can be bought has been bought by the tenant (where the maximum share is less than 100% of the equity). See guidance on Question 9 for further details.**

If your organisation registered with us during the period 1 April 2022 to 31 March 2023, record the number of units held at the point of registration. If your organisation was created through a stock transfer and held no low cost home ownership units prior to this, record 0 units in this question. The units acquired through the transfer should be recorded as gains in the questions below.

## Question 2 – Column guidance

### Column A – Owned and directly managed

Record all units that your organisation reported **owning** and directly **managing** in the SDR last year.

### Column B – Owned but managed by other organisations

Record all units that your organisation reported **owning** where **management** was carried out by other organisations in the SDR last year. The registration status or group/ non-group member relationship of the managing agent to your organisation is not relevant to this question.

### Column C – Managed by other organisations

Record all units that your organisation reported **managing** on behalf of other organisations in the SDR last year. The group/ non-group member relationship your organisation to the organisation you are managing stock for is not relevant to this question.

## Question 2 – Line guidance

### Line 1 – Number of LCHO units where the purchaser has not acquired 100% of the equity as reported in your last SDR

Record the number of **low cost home ownership** units where the purchaser has not acquired 100% of the equity your organisation reported in the SDR last year.

Units should be recorded in this question as per the categories and definitions used in the previous year's SDR submission.

### Line 2 – Adjustments to previously reported units

Record adjustments to the number of units reported in the SDR last year. Adjustments must always be recorded as the change in the number of units can be either positive or negative. For example, if you had previously reported 100 units but the correct figure was 95, the adjustment should be recorded as -5.

**!** **NOTE: Providers should not report adjustments by restating the revised figure as this will lead to hard errors that prevent submission.**

### Line 3 – Revised LCHO units brought forward

The NROSH+ system automatically calculates the values in this line.



#### Line 4 – Adjustments text box

Use this text box to provide a brief explanation of what is covered by the adjustments reported under line 2. If there is insufficient space to explain these adjustments, please upload a supporting document and indicate here that you have done so.

If you did not report any adjustments please leave the text box blank.

#### Question 3

The NROSH+ system automatically calculates the value in this question.

#### Question 4

Record the total number of **low cost home ownership** units acquired by the provider during the year 1 April 2022 to 31 March 2023 and the nature of the acquisition. Tenanted units that have been acquired during the year should be included in these figures.

New build units should only be included where works have been fully completed and the units are ready for occupation (rented or sold). Undeveloped sites or units that are still in the process of development should be excluded. Where a block of units is partially completed, include only those units that are ready for occupation.

Include purchases at any price, even nil consideration. Record only purchases that have been completed. Do not include cases where only exchange of contracts has taken place as these are not yet formally owned by your organisation. Units that have been purchased or transferred which need rehabilitation or modification prior to letting should be included in these figures.

#### Question 4 – Line guidance

##### Line 1 – Newly built low cost home ownership, built by or for the registered provider (SHG funded)

Record all newly built **low cost home ownership** units built during the year by or for your organisation that were funded through Social Housing Grant (SHG). Units developed on behalf of your organisation by third parties should only be included where a formal contract for the development was in place.

 **NOTE: Properties funded through Recycled Capital Grant Funding should not be included in the figure for Social Housing Grant funded new build.**

##### Line 2 – Newly built low cost home ownership, built by or for the registered provider (non-SHG funded)

Record all newly built **low cost home ownership** units built during the year by or for your organisation that were not funded through Social Housing Grant (SHG). Units developed on behalf of your organisation by third parties should only be included where a formal contract for the development was in place.

##### Line 3 – Newly acquired low cost home ownership, acquired by or for the registered provider from a non-registered entity (SHG funded)

Record all **low cost home ownership** units that were newly acquired by your organisation from **non-registered entities** during the year where the acquisition was funded through Social Housing Grant (SHG).

**Line 4 – Newly acquired low cost home ownership, acquired by or for the RP from a non-registered entity (non-SHG funded)**

Record all **low cost home ownership** units that were newly acquired by your organisation from **non-registered entities** during the year where the acquisition was not funded through Social Housing Grant (SHG).

**Line 5 – Low cost home ownership units transferred/ purchased from another registered provider**

Record all **low cost home ownership** units that were transferred to or purchased by your organisation from other **registered providers** during the year.

**Line 6 – Conversions to low cost home ownership from other tenures (from within existing stock)**

Record all units that have been gained by converting existing, non-low cost home ownership stock to low cost home ownership stock during the year. Units should only be recorded on this line if the unit was part of your organisation's stock at the point of conversion.

**Line 7 – All other gains**

Record all other gains of **low cost home ownership** units made during the year. If you have recorded any units under All Other Gains then use the text box on line 9 to provide an explanation of what is covered by this.

**Line 8 – Total LCHO stock gained during the year**

The NROSH+ system automatically calculates the value in this line.

**Line 9 – Other gains text box**

Use this text box to provide an explanation of what is covered by the units reported under All Other Gains. If there is insufficient space to explain these gains, please upload a supporting document and indicate here that you have done so.

If you did not report other gains please leave the text box blank.

**Question 5**

Record the total number of **low cost home ownership** units sold to tenants during the year 1 April 2022 to 31 March 2023 and the nature of the sale.

Record only sales that have been completed. Do not include sales where only exchange of contracts has taken place as these are still formally owned by your organisation.

Providers should ensure that each 100% sale is only recorded in one category. Providers should also consult the diagram below on how to record units after the sale has taken place.



**NOTE: Where a first tranche LCHO sale and the 100% allowable staircased sale been completed within the period of coverage of this return, both should be reported in Q5.**

## Question 5 – Line guidance

### Line 1 – First tranche low cost home ownership sales in year ending 31 March.

Record all first tranche (initial share) sales of **low cost home ownership** units completed by your organisation during the year. Sales carried out by agents on your organisation's behalf should be included.

### Line 2 – 100% (allowable) staircased low cost home ownership sales in year ending 31 March.

Record all sales of **low cost home ownership** units where the tenant has purchased 100% of the **available** equity but the individual scheme rules limit the maximum share of the **total** equity that can be sold e.g. a scheme restricts the maximum sale to 80% of the total equity but the tenant has purchased all of the 80%.

## Question 6

Record the total number of 100% staircased **low cost home ownership** units sold to tenants during the year 1 April 2022 to 31 March 2023 and the nature of the sale.

Record only sales that have been completed. Do not include sales where only exchange of contracts has taken place as these are still formally owned by your organisation.

Providers should ensure that each 100% sale is only recorded in one category. Providers should also consult the diagram below on how to record units after the sale has taken place.

### Line 1 – 100% staircased low cost home ownership sales in year ending 31 March (where buy back options remain).

Record all sales of **low cost home ownership** units where the tenant has purchased 100% of the total equity including the freehold but the provider has a legally defined right to buy back the property. Typically, this will be a right of first refusal but may take other forms.

### Line 2 – 100% staircased low cost home ownership sales in year ending 31 March (where freehold is retained).

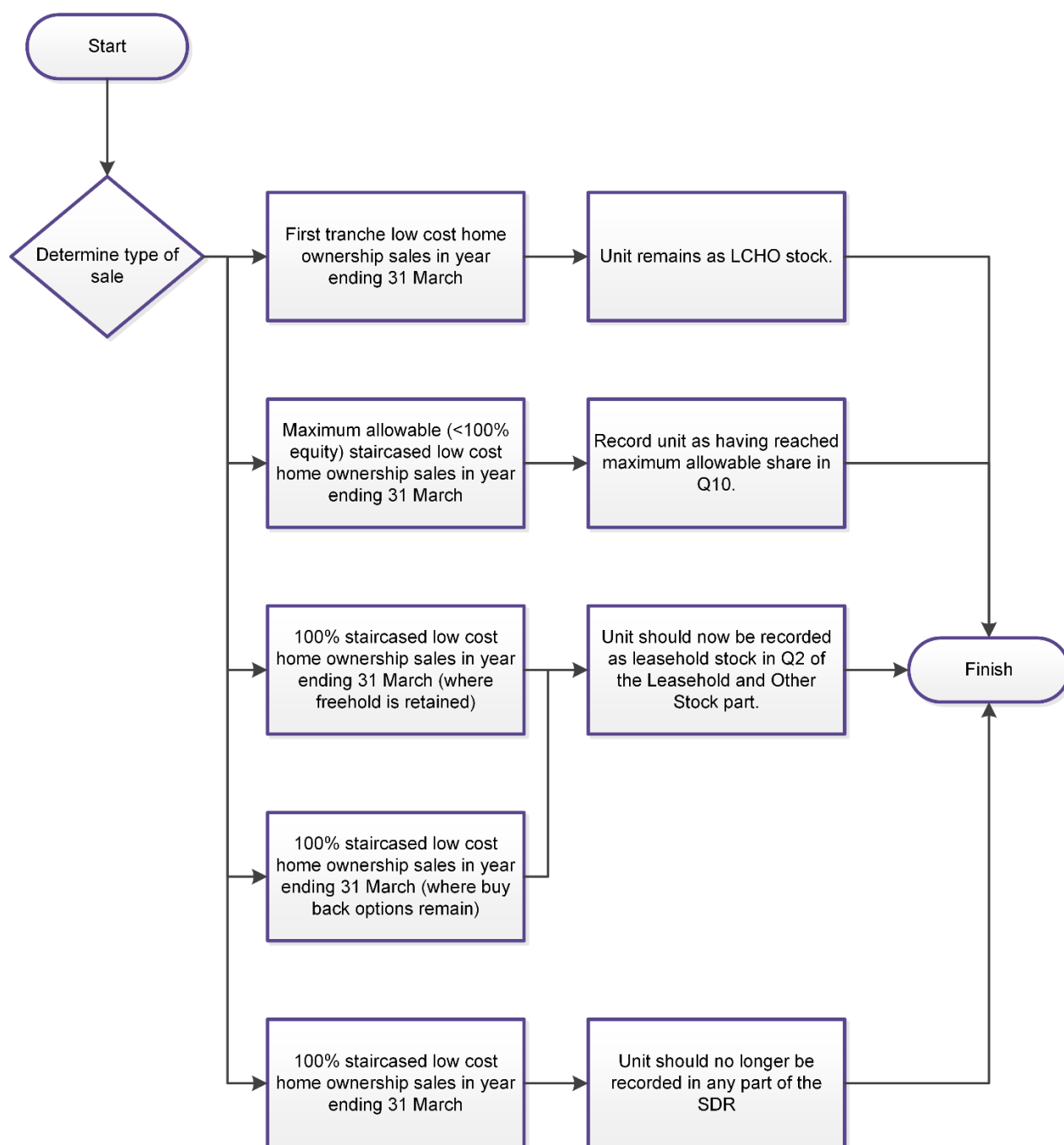
Record all sales of **low cost home ownership** units where the tenant has purchased 100% of the total equity but the provider retains a freehold interest in the property. All 100% staircased sales where the provider retains a freehold interest in the property should be recorded in this category regardless of whether a buy back option exists or not.

### Line 3 – 100% staircased low cost home ownership sales in year ending 31 March.

Record all sales of **low cost home ownership** units where the tenant has purchased 100% of the total equity and the provider does not retain a freehold interest in the property, and does not have a legally defined right to buy back the property.

### Line 4 – Total 100% LCHO sales to tenants

The NROSH+ system automatically calculates the value in this line.



## Question 7

Record the number of **low cost home ownership** units lost during the period 1 April 2022 to 31 March 2023, excluding sales to tenants.

### Question 7 – Line guidance

#### Line 1 – Low cost home ownership units transferred/ sold to another registered provider

Record all **low cost home ownership** units transferred or sold to other **registered providers** during the year. The group/ non-group member relationship of the receiving registered provider to your organisation is not relevant to this question.

Include sales at any price, even nil consideration. Record only sales that have been completed. Do not include sales where only exchange of contracts has taken place as these are still formally owned by your organisation.

## **Line 2 – Low cost home ownership units transferred/ sold to an unregistered entity**

Record all **low cost home ownership** units transferred or sold to **non-registered** entities during the year. The group/ non-group member relationship of the receiving entity to your organisation is not relevant to this question.

Include sales at any price, even nil consideration. Record only sales that have been completed. Do not include sales where only exchange of contracts has taken place as these are still formally owned by your organisation.

## **Line 3 – Conversions from low cost home ownership to other social tenures (retained in registered providers total stock)**

Record all units that have been lost by converting **low cost home ownership** stock to other social tenures during the year. Units should only be recorded on this line if the unit remained part of your organisation's stock after conversion.

## **Line 4 – All other losses**

Record all other losses of **low cost home ownership** units made during the year. If you have recorded any units under All Other Losses then use the text box on line 9 to provide an explanation of what is covered by this.

## **Line 5 – Total LCHO stock lost during the year (excluding LCHO sales to tenants)**

The NROSH+ system automatically calculates the value in this line.

## **Line 6 – Other losses text box**

Use this text box to provide an explanation of what is covered by the units reported under All Other Losses. If there is insufficient space to explain these losses, please upload a supporting document and indicate here that you have done so.

## **Question 8**

The NROSH+ system automatically calculates the value in this question.

## **Question 9**

The NROSH+ system automatically calculates the value in this question.

## **Question 10**

Record the total number of all the **low cost home ownership** units owned and/ or managed, where the purchaser has not acquired 100% of the equity. You must include all low cost home ownership stock regardless of geographical location (whether inside or outside of England) and each unit should only be counted once.

### **Question 10 – Column guidance**

#### **Column A – Owned and directly managed**

Record all units that your organisation **owns** and directly **manages**.

#### **Column B – Owned but managed by other organisations**

Record all units that your organisation **owns** but which are **managed** by other organisations. The registration status or group/ non-group member relationship of the managing agent to your organisation is not relevant to this question.

## Column C – Managed by other organisations

Record all units that your organisation **manages** on behalf of other organisations. The group/ non-group member relationship your organisation to the organisation you are managing stock for is not relevant to this question.

### Question 10 – Line guidance

#### Line 1 – LCHO units where the purchaser has not acquired 100% of the equity

Record the number of **low cost home ownership** units where the purchaser has not acquired 100% of the equity.

#### Line 2 – LCHO where the maximum share that can be bought has been bought by the tenant (where the maximum share is less than 100% of the equity)

Of the units recorded in Line 1, record the number of **low cost home ownership** units where maximum share that can be bought has been bought by the tenant (where the maximum share is less than 100% of the equity).

**Units must not be split across Lines 1 and 2.** All LCHO units where the purchaser has not acquired 100% of the equity should be recorded in Line 1. You should then record how many of those units, if any, have had the maximum share sold (where the maximum share is less than 100% of the equity) in Line 2.

We request that providers carefully review their LCHO stock to determine how many units, if any, had the maximum share sold (where the maximum share was less than 100% of the equity). In previous SDR guidance we had asked providers to exclude these units from the LCHO section and include them in the Leasehold and Other section.

 **NOTE: In 2022, providers were expected to adjust their opening balances to ensure all LCHO max share units were reported within their LCHO section. If you have noted additional units which should have been reported in 2022, please use the adjustment line in Q2 and provide comment as to the nature of this adjustment.**

#### Line 3 – Actual owned units

The NROSH+ system automatically calculates the value in this line.

### Question 11

Enter the total number of **low cost home ownership** units which have been developed for sale but are not yet sold, split by the amount of time elapsed since these were ready for sale.

Units should only be included where building work had reached practical completion but ownership had not been transferred from your organisation to the purchaser by 31 March 2023. This may include some units where contracts have been exchanged but the sale has yet to complete.

### Question 11 – Column guidance

#### Column A – Ready for sale 6 months or less

Record the number of **low cost home ownership** that have been ready for sale for 6 months or less but have not yet been sold.





## Column B – Ready for sale more than 6 months

Record the number of **low cost home ownership** that have been ready for sale for more than 6 months but have not yet been sold. Include all units that have been unsold for more than six months irrespective of when they reached practical completion. This may include units that were completed in a previous SDR collection year.

## Question 12

For each local authority area your organisation operates in, provide information about the **low cost home ownership** accommodation owned and/ or managed, where it is located, and sales information.

-  **NOTE: Please only add the local authority areas where you own units. If you need to delete a local authority area, use the dustbin icon in the local authority drop down in the web view. Removing local authority areas from an Excel template will not remove them in the web view upon import.**
-  **NOTE: You will add the details for Question 12 in a separate tab in both the Excel template and the web view.**

## Question 12 – Column guidance

### Column A – Owned units where the purchaser has not acquired 100% of the equity

Record the number of **low cost home ownership** unit that your organisation owns. The management status of the units is not relevant to this question. The total for this column across all local authority areas should equal the total of column A, line 1 and column B, line 1 in Question 10.

### Column B - Of the owned - where the purchaser has not acquired 100% of the equity, the number of units where the maximum share that can be bought has been bought by the tenant (where the maximum share is less than 100% of the equity)

Of the units listed in Column A, record the number of owned **low cost home ownership** units where the maximum share that can be bought has been bought by the tenant (where the maximum share is less than 100% of the equity). The total for this column across all local authority areas should equal the total of column A, line 2 and column B, line 2 in Question 10.

**Units must not be split across Columns A and B.** All owned **low cost home ownership** units where the purchaser has not acquired 100% of the equity should be recorded in Column A. You should then record how many of those units, if any, have had the maximum share sold (where the maximum share is less than 100% of the equity) in Column B.

### Column C – Managed only units where the purchaser has not acquired 100% of the equity

Record the number of **low cost home ownership** unit that your organisation manages on behalf of others. The total for this column across all local authority areas should equal column C, line 1 and in Question 10.



**Column D – Of the managed only - where the purchaser has not acquired 100% of the equity, the number of units where the maximum share that can be bought has been bought by the tenant (where the maximum share is less than 100% of the equity)**

Of the units listed in Column C, record the number of **low cost home ownership** units that your organisation manages on behalf of others where the maximum share that can be bought has been bought by the tenant (where the maximum share is less than 100% of the equity). The total for this column across all local authority areas should equal column C, line 2 and in Question 10.

**Units must not be split across Columns C and D.** All **low cost home ownership** units that your organisation manages on behalf of others where the purchaser has not acquired 100% of the equity should be recorded in Column C. You should then record how many of those units, if any, have had the maximum share sold (where the maximum share is less than 100% of the equity) in Column D.

**Column E – First tranche low cost home ownership sales in the year ending 31 March**

Record all first tranche (initial share) sales of **low cost home ownership** units completed by your organisation during the year. Sales carried out by agents on your organisation's behalf should be included. The total for this column across all local authority areas should equal column Question 5, line 1.

Record only sales that have been completed. Do not include sales where only exchange of contracts has taken place as these are still formally owned by your organisation.

**Column F – 100% staircased low cost home ownership sales in the year ending 31 March**

Record all sales of **low cost home ownership** units where the purchaser has acquired 100% of the total equity. The total for this column across all local authority areas should equal Question 6, line 4.

Record only sales that have been completed. Do not include sales where only exchange of contracts has taken place as these are still formally owned by your organisation.

## Leasehold and other stock

Question	Low cost rental stock							LCHO and other stock				Ownership and management			Location	
	General needs	Supported housing	Housing for older people	Care homes	Affordable Rent general needs	Affordable Rent supported housing / housing for older people	Intermediate rent	Low cost home ownership	Social leased	Non-social leased	Non-social rental	Owned + managed by the provider	Owned by the provider, managed by others	Managed by the provider for others	English LAs	All LAs
1																
2									✓	✓		✓	✓	✓	✓	✓
3											✓	✓	✓	✓	✓	✓
4											✓	✓	✓		✓	✓
5											✓	✓	✓		✓	✓

This section records details of leasehold and non-social housing which providers own and/ or manage. Providers should only include units of housing and should not include garages, common areas or any former housing units currently used for non-housing purposes such as office space.

The **glossary and definitions** section provides additional guidance for defining stock categories (see entries for text highlighted like this). However, providers are reminded that it is their responsibility to correctly categorise and record stock accurately according to the latest applicable rules and legislation.

### Question 1

Providers who **own** or **manage** (whether for themselves or on behalf of others) any **non-social housing** for rent and or **leasehold** housing stock should answer 'Yes' to this question.

Providers who do not own or manage (whether for themselves or on behalf of others) any non-social housing for rent or any leasehold housing stock should answer 'No' to this question. No further responses will be required in this section if 'No' is selected.

### Question 2

Record the total number of all **social** and **non-social leasehold** housing units **owned** and/ or **managed**. You must include all leasehold housing units regardless of geographical location (whether inside or outside of England) and each unit should only be counted once.

### Question 2 – Column guidance

#### Column A – Owned and directly managed

Record all relevant units that your organisation **owns** and directly **manages** by stock type.

### **Column B – Owned but managed by other organisations**

Record all relevant units that your organisation **owns** but which are **managed** by other organisations by stock type. The registration status or group/ non-group member relationship of the managing agent to your organisation is not relevant to this question.

### **Column C – Managed by other organisations**

Record all relevant units that your organisation **manages** on behalf of other organisations by stock type. The group/ non-group member relationship your organisation to the organisation you are managing stock for is not relevant to this question.

### **Question 2 – Line guidance**

#### **Line 1 – Social leasehold housing**

Record units of **leasehold** housing that have been classified as **social** leasehold stock as per the Housing and Regeneration Act 2008.

#### **Line 2 – Non-social leasehold housing**

Record units of **leasehold** housing that have not been classified as **social** leasehold stock as per the Housing and Regeneration Act 2008.

#### **Line 3 – Total leasehold housing**

The NROSH+ system automatically calculates the values in this line.

### **Question 3**

Record the total number of all the **non-social** rental housing units **owned** and/ or **managed**. You must include all non-social housing units regardless of geographical location (whether inside or outside of England) and each unit should only be counted once.

### **Question 3 – Column guidance**

#### **Column A – Owned and directly managed**

Record all **non-social** rental units that your organisation **owns** and directly **manages** by stock type.

#### **Column B – Owned but managed by other organisations**

Record all **non-social** rental units that your organisation **owns** but which are **managed** by other organisations by stock type. The registration status or group/ non-group member relationship of the managing agent to your organisation is not relevant to this question.

#### **Column C – Managed by other organisations**

Record all **non-social** rental units that your organisation **manages** on behalf of other organisations by stock type. The group/ non-group member relationship your organisation to the organisation you are managing stock for is not relevant to this question.

### **Question 4**

Record the amount of newly built accommodation built by or for your organisation for **non-social** uses during the period 1 April 2022 to 31 March 2023.

New build units should only be included where works have been fully completed and the units are ready for occupation (rented or sold). Undeveloped sites or units that are still in the process of development should be excluded. Where a block of units is partially completed, include only those units that are ready for occupation.

#### **Question 4 – Line guidance**

##### **Line 1 – Outright sale**

Record all units developed for outright sale regardless of whether they have been sold or not.

##### **Line 2 – Market rent**

Record all units developed for market rent regardless of whether they have been let or not.

##### **Line 3 – Other**

Record all other units of **non-social** rental accommodation developed during the year. Units such as student accommodation or non-social care homes should be included in this category.

##### **Line 4 – Total**

The NROSH+ system automatically calculates the values in this line.

#### **Question 5**

Enter the total number of **non-social** housing units which have been developed for outright sale but are not yet sold, split by the amount of time elapsed since these were ready for sale.

Units should only be included where building work had reached practical completion but ownership had not been transferred from your organisation to the purchaser by 31 March 2023. This may include some units where contracts have been exchanged but the sale has yet to complete.

#### **Question 5 – Column guidance**

##### **Column A – Ready for sale 6 months or less**

Record the number **non-social** housing units which have been developed for outright sale that have been ready for sale for 6 months or less but have not yet been sold.

##### **Column B – Ready for sale more than 6 months**

Record the number of **non-social** housing units which have been developed for outright sale that have been ready for sale for more than 6 months but have not yet been sold. Include all units that have been unsold for more than six months irrespective of when they reached practical completion. This may include units that were completed in a previous SDR collection year.

## Stock usage

Question	Low cost rental stock							LCHO and other stock				Ownership and management			Location	
	General needs	Supported housing	Housing for older people	Care homes	Affordable Rent general needs	Affordable Rent supported housing / housing for older people	Intermediate rent	Low cost home ownership	Social leased	Non-social leased	Non-social rental	Owned + managed by the provider	Owned by the provider, managed by others	Managed by the provider for others	English LAs	All LAs
1																
2	✓	✓	✓		✓	✓	✓					✓	✓		✓	✓
3	✓	✓	✓		✓	✓	✓					✓	✓		✓	
4	✓	✓	✓		✓	✓	✓					✓	✓		✓	
5	✓	✓	✓		✓	✓	✓					✓	✓		✓	✓
6	✓				✓		✓					✓	✓		✓	✓

This part records information on the number of lettings made throughout the year to 31 March 2023 and the amount of stock vacant on 31 March 2023.

The question on mutual exchanges (Question 3) is not compulsory; this data is not required by us and therefore completion is voluntary. Providers who do not want to provide information on mutual exchanges should leave the question blank. The data collected for this question will be passed to the Department for Levelling Up, Housing and Communities, who have asked us to include it to allow the impact of policies in these areas to be monitored in an efficient and cost-effective way.

**The glossary and definitions section provides additional guidance for defining stock categories (see entries for text highlighted like this). However, providers are reminded that it is their responsibility to correctly categorise and record stock accurately according to the latest applicable rules and legislation.**

### Question 1

Providers who have made **lettings** or carried out **evictions** in the year to 31 March 2023, had stock vacant as at 31 March 2023 or who wish to voluntarily report **mutual exchanges** should answer 'Yes' to this question.

Providers who have not made lettings or carried out evictions in the year to 31 March 2023, had no stock vacant as at 31 March 2023 and who do not wish to report mutual exchanges should answer 'No' to this question. No further responses will be required in this part if 'No' is selected.

### Question 2

Record the total number of **lettings** made in the year to 31 March 2023 for stock **owned** irrespective of management arrangements. In each category, include lettings for both **self-contained** and **bedspaces/ non-self-contained** units.

## Question 2 – Column guidance

### Column A – General needs lettings

Record all lettings of all low cost rental **general needs** units carried out in the year to 31 March 2023. This figure should include all **Affordable Rent** general needs lettings and all **intermediate rent** lettings for units your organisation owns.

### Column B – Supported housing lettings

Record all lettings of low cost rental **supported housing** units carried out in the year to 31 March 2023. This figure should include all **Affordable Rent** supported housing lettings for units your organisation owns. Intermediate rent lettings should be included with general needs lettings.

### Column C – Housing for older people lettings

Record all lettings of low cost rental **housing for older people** units carried out in the year to 31 March 2023. This figure should include all **Affordable Rent** housing for older people lettings for units your organisation owns. Intermediate rent lettings should be included with general needs lettings.

### Column D – Total

The NROSH+ system automatically calculates the value in this column.

## Question 3 (Optional)

This question is optional. Of the **lettings** recorded in Question 2, enter the number made through **mutual exchanges** in England. The property type from which a mutual exchange is recorded must reflect the stock categorisation within Part 2 Low Cost Rent and Rentals. In each category, include lettings for both **self-contained** and **bedspaces/ non-self-contained** units.

All dwellings let as a consequence of a mutual exchange should be recorded as lettings. Where a mutual exchange has occurred entirely within stock a provider owns, it should be recorded as the lettings of two dwellings. When a mutual exchange occurs and one of the partners is a tenant of another landlord, providers should only include the letting of the dwelling they own.

## Question 3 – Column guidance

### Column A – General needs mutual exchanges

Record all **mutual exchanges** of low cost rental **general needs** units carried out in the year to 31 March 2023. This should include all **Affordable Rent** general needs mutual exchanges and all **intermediate rent** mutual exchanges for units your organisation owns.

### Column B – Supported housing mutual exchanges

Record all **mutual exchanges** of low cost rental **supported housing** units carried out in the year to 31 March 2023. This should include all **Affordable Rent** supported housing mutual exchanges for units your organisation owns. Intermediate rent mutual exchanges should be included with general needs mutual exchanges.

### Column C – Housing for older people mutual exchanges

Record all **mutual exchanges** of low cost rental **housing for older people** units carried out in the year to 31 March 2023. This should include **Affordable Rent** housing for older

people mutual exchanges for units your organisation owns. Intermediate rent mutual exchanges should be included with general needs mutual exchanges.

### Column D – Total

The NROSH+ system automatically calculates the value in this column.

### Question 4

**! NOTE: Completion of this question is mandatory for all large providers.**

Enter the total number of **evictions** in England carried out during the year to 31 March 2023 from stock your organisation owns (including evictions from **intermediate rent** and **Affordable Rent** units). The property type from which an eviction is recorded must reflect the stock categorisation within Part 2 Low Cost Rent and Rentals.

Only include properties recovered following the execution of a warrant of possession by the court bailiffs. All evictions should be included, even those from immediate licenses where they meet the above criteria.

**! NOTE: Each eviction carried out only be recorded once under this question. For example, if an eviction has been carried out for both rent arrears and anti-social behaviour, it should be recorded under line 3. It should not also be recorded as entries under lines 1 and 2.**

### Question 4 – Column guidance

#### Column A – General needs

Record **evictions** from low cost rental **general needs** units carried out in the year to 31 March 2023. This column should include all evictions from **Affordable Rent** general needs units and all evictions from **intermediate rent** units your organisation owns.

#### Column B – Supported housing/housing for older people

Record **evictions** from low cost rental **supported housing/ housing for older people** units carried out in the year to 31 March 2023. This column should include all evictions from **Affordable Rent** supported housing/ housing for older people units your organisation owns. Evictions from intermediate rent units should be included in general needs evictions.

#### Column C – Total

The NROSH+ system automatically calculates the value in this column.

### Question 4 – Line guidance

#### Line 1 – Evictions for rent arrears

Record **evictions** from units your organisation owns where the reason for eviction was rent arrears.

#### Line 2 – Evictions for anti-social behaviour (ASB)

Record **evictions** from units your organisation owns where the reason for eviction was anti-social behaviour (ASB).



### Line 3 – Evictions for both rent arrears and ASB

Record **evictions** from units your organisation owns where the reason for eviction was both rent arrears and anti-social behaviour (ASB).

### Line 4 – Evictions for any other reason

Record all other **evictions** carried out from units your organisation owns.

### Line 5 –Total

The NROSH+ system automatically calculates the value in this line.

### Line 6 – Evictions from demoted tenancies

Record the numbers of those **evictions** recorded for ASB (in line 2) which were from a demoted tenancy. These will be cases where anti-social behaviour was a reason or component of the reasons for the eviction and where the tenancy is subject to a demotion order granted by the court.

## Question 5

Record the number of **owned vacant** units as at 31 March 2023 by the type of stock, whether it is available or not for letting, and the duration of vacancy. The type of stock recorded as vacant must reflect the stock categorisation within Part 2 Low cost rental and rents. Providers should refer to the glossary and definitions section of this guidance for definitions of when a unit would be considered available for letting or not.

When categorising vacant and unavailable for letting, we define temporarily unavailable units as:

- Units that are vacant and require works before a new tenant can move in (i.e. requires works which cannot be carried out while the dwelling is occupied by tenants). This includes units where a contract for work has been let and works have not physically commenced and / or the property has not been handed over for letting or re-letting.
- Stock that is not available for letting due to unauthorised occupation;
- Any other units that are vacant and unavailable for letting at the capture point for the SDR, but where it is expected that in the future it will made available again for lettings.

We define permanently unavailable units as:

- Units that are vacant and awaiting sale, provided they were not originally developed for sale;
- Units that are vacant and not available for letting because they are awaiting demolition.

The total number of vacant units should be less than or equal to the total units owned as reported in the Low cost rental and rents part.

## **Question 5 – Column guidance**

### **Column A – Fewer than 6 weeks**

Record the number of units that have been **vacant** for fewer than 6 weeks.

### **Column B - Between 6 weeks and 6 months**

Record the number of units that have been **vacant** for between 6 weeks and 6 months.

### **Column C - Over 6 months**

Record the number of units that have been **vacant** for longer than 6 months.

### **Column D – Total**

The NROSH+ system automatically calculates the value in this column.

### **Line 1 – General needs units vacant and available for letting**

Record the number of **vacant** and available general needs low cost rental units (including **Affordable Rent general needs** units and **intermediate rent** units).

### **Line 2 – General needs units vacant and temporarily unavailable for letting**

Record the number of **vacant** and temporarily unavailable general needs low cost rental units (including **Affordable Rent general needs** units and **intermediate rent** units).

### **Line 3 – General needs units vacant and permanently unavailable for letting**

Record the number of **vacant** and permanently unavailable general needs low cost rental units (including **Affordable Rent general needs** units and **intermediate rent** units).

### **Line 4 – Total general needs units vacant**

The NROSH+ system automatically calculates the values in this line

### **Line 5 – Supported housing units vacant and available for letting**

Record the number of **vacant** and available supported housing low cost rental units (including **Affordable Rent supported housing** units).

### **Line 6 – Supported housing units vacant and permanently unavailable for letting**

Record the number of **vacant** and permanently unavailable support housing low cost rental unit (including **Affordable Rent supported housing** units).

### **Line 7 – Supported housing units vacant and temporarily unavailable for letting**

Record the number of **vacant** and temporarily unavailable support housing low cost rental unit (including **Affordable Rent supported housing** units).

### **Line 8 – Total supported housing units vacant**

The NROSH+ system automatically calculates the values in this line.

### **Line 9 – Housing for older people units vacant and available for letting**

Record the number of **vacant** and available low cost rental housing for older people (including all **Affordable Rent housing for older people** units).

### Line 10 – Housing for older people units vacant and permanently unavailable for letting

Record the number of **vacant** and permanently unavailable low cost rental housing for older people (including all **Affordable Rent housing for older people** units).

### Line 11 – Housing for older people units vacant and temporarily unavailable for letting

Record the number of **vacant** and temporarily unavailable low cost rental housing for older people (including all **Affordable Rent housing for older people** units).

### Line 12 – Total housing for older people units vacant

The NROSH+ system automatically calculates the values in this line.

## Question 6

Provide information about your **vacant self-contained general needs** units and where they are located.


The total vacant self-contained general needs units reported in this question must be less than or equal to the total vacant general needs units reported in Question 5 above and the total self-contained units reported in Question 15 of the Low cost rental and rents part.

When categorising vacant and unavailable for letting, we define temporarily unavailable units as:

- Units that are vacant and require works before a new tenant can move in (i.e. requires works which cannot be carried out while the dwelling is occupied by tenants). This includes units where a contract for work has been let and works have not physically commenced and / or the property has not been handed over for letting or re-letting.
- Stock that is not available for letting due to unauthorised occupation;
- Any other units that are vacant and unavailable for letting at the capture point for the SDR, but where it is expected that in the future it will made available again for lettings.

We define permanently unavailable units as:

- Units that are vacant and awaiting sale, provided they were not originally developed for sale;
- Units that are vacant and not available for letting because they are awaiting demolition.

 **NOTE: Please only add the local authority areas where you own units. If you need to delete a local authority area, use the dustbin icon in the local authority drop down in the web view. Removing local authority areas from an Excel template will not remove them in the web view upon import.**

 **NOTE: You will add the details for Question 6 in a separate tab in both the Excel template and the web view.**

## **Question 6 – Column guidance**

### **Column A – General needs self-contained units vacant and available for letting**

Record the number of **vacant** and available general needs **self-contained** units (including all **Affordable Rent general needs** units and all **intermediate rent** units).

### **Column B – General needs self-contained units vacant and temporarily unavailable for letting**

Record the number of **vacant** and temporarily unavailable general needs **self-contained** units (including **Affordable Rent general needs** units and all **intermediate rent** units).

### **Column C – General needs self-contained units vacant and permanently unavailable for letting**

Record the number of **vacant** and permanently unavailable general needs **self-contained** units (including **Affordable Rent general needs** units and all **intermediate rent** units).

### **Column D – Total**

The NROSH+ system automatically calculates the value in this column.

## Stock balance sheet

Question	Low cost rental stock							LCHO and other stock				Ownership and management			Location	
	General needs	Supported housing	Housing for older people	Care homes	Affordable Rent general needs	Affordable Rent supported housing / housing for older people	Intermediate rent	Low cost home ownership	Social leased	Non-social leased	Non-social rental	Owned + managed by the provider	Owned by the provider, managed by others	Managed by the provider for others	English LAs	All LAs
1																
2	✓	✓	✓		✓	✓	✓					✓	✓		✓	✓
3	✓	✓	✓		✓	✓	✓					✓	✓		✓	✓
4	✓	✓	✓		✓	✓	✓					✓	✓		✓	✓
5	✓	✓	✓		✓	✓	✓					✓	✓		✓	✓
6	✓	✓	✓		✓	✓	✓					✓	✓		✓	✓
7	✓	✓	✓		✓	✓	✓					✓	✓		✓	✓
8	✓	✓	✓		✓	✓	✓					✓	✓		✓	✓
9	✓	✓	✓		✓	✓	✓					✓	✓		✓	✓
10	✓	✓	✓		✓	✓	✓					✓	✓		✓	✓
11	✓	✓	✓		✓	✓	✓					✓	✓		✓	✓
12	✓	✓	✓		✓	✓	✓					✓	✓		✓	✓
13	✓	✓	✓		✓	✓	✓					✓	✓		✓	✓

This part of the SDR captures information on the number of sales (and who these were to), demolitions, new builds, acquisitions or movements to report on units which you own carried out during the year to 31 March 2023. Total sales, demolitions and losses are also required for each LA that providers own or owned stock in during the year to 31 March 2023.

Providers should also consult Annex B for worked examples of how to correctly move stock between categories, record remodelled stock and how to record sales and other losses.

**The glossary and definitions section provides additional guidance for defining stock categories (see entries for text highlighted like this). However, providers are reminded that it is their responsibility to correctly categorise and record stock accurately according to the latest applicable rules and legislation.**

### Question 1

Providers who have had any sales, demolitions, new builds, acquisitions or movements to report on units which you owned during the period 1 April 2022 to 31 March 2023 should answer 'Yes' to this question.


Providers who have not had any sales, demolitions, new builds, acquisitions or movements to report on units which you owned during the period 1 April 2022 to 31 March 2023 should answer 'No' to this question. No further responses will be required in this part if 'No' is selected.

## Question 2

This question requires you to enter the number of owned low cost rental units your organisation reported in the SDR last year. It also requires you to report any adjustments to the previously reported figures.

If your organisation has made an adjustment to the previously reported SDR figures, you must provide a brief explanation in the text box below this question. A supporting document should also be uploaded for complex, detailed or long explanations.

Units should be recorded as per the categories and definitions used in the previous year's SDR submission. If units have moved between categories as a result of reclassification then those movements should be recorded under Question 10 of this part of the SDR.

 **NOTE: We recommend downloading a copy of your prior year SDR from the NROSH+ site in order to correctly report units as per your last return, see guidance documents on the NROSH+ site for more information.**

If your organisation registered us during the period 1 April 2022 to 31 March 2023, record the number of units held at the point of registration. If your organisation was created through a stock transfer and held no low cost rental units prior to this, record 0 units in this question. The units acquired through the transfer should be recorded as gains in the questions below.

### Question 2 – Column guidance

#### Column A – General needs

Record all **general needs** units that are not categorised as **Affordable Rent** or **intermediate rent**.

#### Column B – Supported housing/ housing for older people

Record all **supported housing** and **housing for older people** units that are not categorised as **Affordable Rent** or **intermediate rent**.

#### Column C – Intermediate rent

Record all **intermediate rent** units of any type.

#### Column D – Affordable Rent

Record all **Affordable Rent** units. Affordable Rent **general needs** and Affordable Rent **supported housing/ housing for older people** should be combined for this question.

#### Column E – Total

The NROSH+ system automatically calculates the value in this column.

### Question 2 – Line guidance

#### Line 1 - Number of units reported in last SDR

Record the number of units **owned** that your organisation reported in the SDR last year. The management status of units is not relevant to this question.

#### Line 2 – Adjustments to previously reported units

Record adjustments to the number of units reported in the SDR last year. Adjustments must always be recorded as the change in the number of units and can be either positive

or negative. For example, if you had previously reported 100 units but the correct figure was 95, the adjustment should be recorded as -5.

**!** **NOTE: Providers should not report adjustments by restating the revised figure as this will lead to hard errors that prevent submission.**

### Line 3 – Revised units brought forward

The NROSH+ system automatically calculates the values in this line.

### Line 4 – Adjustments text box

Use this text box to provide a brief explanation of what is covered by the adjustments reported under line 2. If there is insufficient space to explain these adjustments, please upload a supporting document and indicate here that you have done so.

If you did not report any adjustments please leave the text box blank.

## Question 3

Record the total rental social stock your organisation has acquired during the period 1 April 2022 to 31 March 2023 regardless of how they were funded.

Units gained under a column due to movements between low cost rental categories should not be recorded under All Other Gains. Movements between low cost rental categories should be recorded under Question 10 of this part of the SDR. If an acquisition is only part of a shared housing scheme – for example, if an extension has been built – record only the additional bedspaces gained.

### Question 3 – Column guidance

#### Column A – General needs

Record all **general needs** units that are not categorised as **Affordable Rent** or **intermediate rent**.

#### Column B – Supported housing/ housing for older people

Record all **supported housing** and **housing for older people** units that are not categorised as **Affordable Rent** or **intermediate rent**.

#### Column C – Intermediate rent

Record all **intermediate rent** units of any type.

#### Column D – Affordable Rent

Record all **Affordable Rent** units. Affordable Rent **general needs** and Affordable Rent **supported housing/ housing for older people** should be combined for this question.

#### Column E – Total

The NROSH+ system automatically calculates the value in this column.

### Question 3 – Line guidance

#### Line 1 – Newly built rental accommodation built by or for the registered provider

Record all newly built units built during the year by or for your organisation. Units developed on behalf of your organisation by third parties should only be included where a formal contract for the development was in place.



New build units should only be included where works have been fully completed and the units are ready for occupation (rented or sold). Undeveloped sites or units that are still in the process of development should be excluded. Where a block of units is partially completed, include only those units that are ready for occupation.

### **Line 2 – Units purchased by the registered provider for rent**

Record all units purchased by your organisation during the year for the purposes of rent. Include purchases at any price, even nil consideration. Record only purchases that have been completed. Do not include cases where only exchange of contracts has taken place as these are not yet formally owned by your organisation. Units that have been purchased which need rehabilitation or modification prior to letting should be included in these figures.

### **Line 3 – Units transferred to the registered provider for rent**

Record all properties that another organisation has transferred to the provider for whom the form is being completed, where the ownership has been transferred from one provider to another by lease or transfer of the freehold. This includes properties transferred within a group structure. Units that have been transferred which need rehabilitation or modification prior to letting should be included in these figures.

### **Line 4 – All other gains**

Record all other gains from outside your existing low cost rental stock (movements between low cost rental categories should be listed in Question 6). If you have recorded any units under All Other Gains then use the text box on line 6 to provide an explanation of what is covered by this.

### **Line 5 – Total**

The NROSH+ system automatically calculates the values in this line.

### **Line 6 – Other gains text box**

Use this text box to provide an explanation of what is covered by the units reported under All Other Gains. If there is insufficient space to explain these gains, please upload a supporting document and indicate here that you have done so.

If you did not report other gains please leave the text box blank.

## **Question 4**

This question records sales of **owned** units of **low cost rental accommodation** for **social housing** use made during the period 1 April 2022 to 31 March 2023 that were not sales to tenants. Sales to tenants are recorded in Questions 6 and 7.

Include sales at any price, even nil consideration. Record only sales that have been completed. Do not include cases where only exchange of contracts has taken place as these are still formally owned by the provider.

### **Question 4 – Column guidance**

#### **Column A – General needs**

Record all **general needs** units that are not categorised as **Affordable Rent** or **intermediate rent**.

### Column B – Supported housing/ housing for older people

Record all **supported housing** and **housing for older people** units that are not categorised as **Affordable Rent** or **intermediate rent**.

### Column C – Intermediate rent

Record all **intermediate rent** units of any type.

### Column D – Affordable Rent

Record all **Affordable Rent** units. Affordable Rent **general needs** and Affordable Rent **supported housing/ housing for older people** should be combined for this question

### Column E – Total

The NROSH+ system automatically calculates the value in this column.

### Column F – Tenanted Sales

Record how many of the total sales recorded for each line (Column E) were tenanted. **A tenanted sale occurs when an occupied unit is sold to someone other than the current occupant and the sale has the effect that your organisation ceases to be the landlord.**

### Question 4 – Line guidance

#### Line 1 – Sales to a registered provider in the same group

Record all sales of units for social housing use to **registered providers** who are part of the same formal **group structure** as your organisation. Do not record sales to **unregistered entities** that are part of your group structure under this line.

#### Line 2 – Sales to another registered provider

Record all sales of units for social housing use to **registered providers** who are not part of the same formal **group structure** as your organisation.

#### Line 3 – Sales to a Local Authority registered provider

Record all sales of units for social housing use to local authority **registered providers**.

#### Line 4 – Total sales for social housing use (not to tenants)

The NROSH+ system automatically calculates the values in this line.

### Question 5

This question records sales of **owned** units of **low cost rental accommodation** for **non-social housing** use made during the period 1 April 2022 to 31 March 2023 that were not sales to tenants. Sales to tenants are recorded in Questions 6 and 7.

Include sales at any price, even nil consideration. Record only sales that have been completed. Do not include cases where only exchange of contracts has taken place as these are still formally owned by the provider.

## Question 5 – Column guidance

### Column A – General needs

Record all **general needs** units that are not categorised as **Affordable Rent** or **intermediate rent**.

### Column B – Supported housing/ housing for older people

Record all **supported housing** and **housing for older people** units that are not categorised as **Affordable Rent** or **intermediate rent**.

### Column C – Intermediate rent

Record all **intermediate rent** units of any type.

### Column D – Affordable Rent

Record all **Affordable Rent** units. Affordable Rent **general needs** and Affordable Rent **supported housing/ housing for older people** should be combined for this question

### Column E – Total

The NROSH+ system automatically calculates the value in this column.

### Column F – Tenanted Sales

Record how many of the total sales recorded for each line (Column E) were tenanted. **A tenanted sale occurs when an occupied unit is sold to someone other than the current occupant and the sale has the effect that your organisation ceases to be the landlord.**

## Question 5 – Line guidance

### Line 1 – Sales to a registered provider in the same group

Record all sales of units for **non-social housing** use to **registered providers** who are part of the same formal **group structure** as your organisation. Do not record sales to **unregistered entities** that are part of your group structure under this line.

### Line 2 – Sales to an unregistered entity in the same group

Record all sales of units for **non-social housing** use to **unregistered entities** who are in the same **group structure** as your organisation.

### Line 3 – Sales to another registered provider

Record all sales of units for **non-social housing** use to **registered providers** who are not part of the same formal **group structure** as your organisation.

### Line 4 – Sales to a local authority registered provider

Record all sales of units for **non-social housing** use to local authority registered providers.

### Line 5 – Sales to the open market

Record all sales of units to the open market. Include sales of units to individuals who are tenants of other providers and entities within your group, but do not include sales to your own tenants (report sales to your own tenants in the section below).

### Line 6 – Sales to other

Record all other sales of low cost rental units under this line. Sales **unregistered entities** that are part of your **group** should be recorded in this category. If you have recorded any units under Sales to Other then use the text box on line 8 to provide an explanation of what is covered by this.

### Line 7 – Total sales for non-social housing use (not to tenants)

The NROSH+ system automatically calculates the values in this line.

### Line 8 – Sales to other text box

Use this text box to provide an explanation of what is covered by the units reported under Sales to Other. If there is insufficient space to explain these sales, please upload a supporting document and indicate here that you have done so.

If you did not report other sales please leave the text box blank.

## Question 6

This question records the sales of owned units of **low cost rental accommodation** made to tenants on a freehold basis during the period 1 April 2022 to 31 March 2023.

Include sales at any price, even nil consideration. Record only sales that have been completed. Do not include cases where only exchange of contacts has taken place as these are still formally owned by the provider.

Figures for sales through **shared ownership** or **shared equity schemes** should exclude the following:

- Properties which received no grant, for either the initial provision or the assistance into home ownership
- Acquisitions from the private sector with equity loans under **mortgage rescue schemes**
- Initial sales into shared ownership to Rent to HomeBuy tenants

## Question 6 – Column guidance

### Column A – General needs

Record all **general needs** units that are not categorised as **Affordable Rent** or **intermediate rent**.

### Column B – Supported housing/ housing for older people

Record all **supported housing** and **housing for older people** units that are not categorised as **Affordable Rent** or **intermediate rent**.

### Column C – Intermediate rent

Record all **intermediate rent** units of any type.

### Column D – Affordable Rent

Record all **Affordable Rent** units. Affordable Rent **general needs** and Affordable Rent **supported housing/ housing for older people** should be combined for this question.

## Column E – Total

The NROSH+ system automatically calculates the value in this column.

## Question 6 – Line guidance

### Line 1 – Right to Buy (including Preserved Right to Buy but excluding Voluntary RTB)

Record all freehold **Right to Buy** sales made to tenants by your organisation during the year. This figure should also include any sales made under Preserved Right to Buy but must exclude sales made under **Voluntary Right to Buy**.

### Line 2 – Voluntary Right to Buy

Record all freehold **Voluntary Right to Buy** sales made to tenants by your organisation during the year.

 **NOTE: This line should only be used by providers who are part of the official Voluntary Right to Buy pilot schemes. See the glossary and definitions section for more information.**

### Line 3 – Right to Acquire

Record all freehold **Right to Acquire** sales made to tenants by your organisation during the year.

### Line 4 – Social HomeBuy sales on shared ownership terms

Record all freehold **Social HomeBuy** sales on shared ownership terms made to tenants by your organisation during the year. Social HomeBuy sales made on shared ownership terms will normally appear in question 4c. If it is an outright purchase, the determination of whether it is freehold or leasehold will most likely reflect whether the property is a house or a flat.

This category includes properties sold to sitting tenants under shared ownership schemes.

### Line 5 – Other shared equity HomeBuy schemes

Record all freehold **Social HomeBuy** sales on **shared equity terms** made to tenants by your organisation during the year. This category includes properties sold to sitting tenants under equity loan schemes.

### Line 6 – Social HomeBuy outright purchase

Record all freehold outright sales of units made on **Social HomeBuy** terms made to sitting tenants by your organisation during the year.

### Line 7 – Other outright sales to sitting tenants

Record all other outright freehold sales made to sitting tenants by your organisation during the year. If you have recorded any units under Other Outright Sales to Sitting Tenants then use the text box in Question 8, line 2 to provide an explanation of what is covered by this.

### Line 8 – Total sales to tenants – FREEHOLD

The NROSH+ system automatically calculates the values in this line.

## Question 7

This question records the sales of owned units of **low cost rental accommodation** made to tenants on a leasehold basis during the period 1 April 2022 to 31 March 2023.

Include sales at any price, even nil consideration. Record only sales that have been completed. Do not include cases where only exchange of contacts has taken place as these are still formally owned by the provider.

Figures for sales through **shared ownership** or **shared equity schemes** should exclude the following:

- Properties which received no grant, for either the initial provision or the assistance into home ownership
- Acquisitions from the private sector with equity loans under **mortgage rescue schemes**
- Initial sales into shared ownership to Rent to HomeBuy tenants

### Question 7 – Column guidance

#### Column A – General needs

Record all **general needs** units that are not categorised as **Affordable Rent** or **intermediate rent**.

#### Column B – Supported housing/ housing for older people

Record all **supported housing** and **housing for older people** units that are not categorised as **Affordable Rent** or **intermediate rent**.

#### Column C – Intermediate rent

Record all **intermediate rent** units of any type.

#### Column D – Affordable Rent

Record all **Affordable Rent** units. Affordable Rent **general needs** and Affordable Rent **supported housing/ housing for older people** should be combined for this question

#### Column E – Total

The NROSH+ system automatically calculates the value in this column.

### Question 7 – Line guidance

#### Line 1 – Right to Buy (including Preserved Right to Buy but excluding Voluntary RTB)

Record all leasehold **Right to Buy** sales made to sitting tenants by your organisation during the year. This figure should also include any sales made under Preserved Right to Buy but must exclude sales made under **Voluntary Right to Buy**.

#### Line 2 – Voluntary Right to Buy

Record all leasehold **Voluntary Right to Buy** sales made to sitting tenants by your organisation during the year.

 **NOTE: This line should only be used by providers who are part of the official Voluntary Right to Buy pilot schemes. See the glossary and definitions section for more information.**

### **Line 3 – Right to Acquire**

Record all leasehold **Right to Acquire** sales made to sitting tenants by your organisation during the year.

### **Line 4 – Social HomeBuy sales on shared ownership terms**

Record all leasehold **Social HomeBuy** sales on shared ownership terms made to sitting tenants by your organisation during the year. Social HomeBuy sales made on shared ownership terms will normally be on a leasehold basis so should be recorded under this question. If it is an outright purchase, the determination of whether it is freehold or leasehold will most likely reflect whether the property is a house or a flat.

This category includes properties sold to sitting tenants under shared ownership schemes.

### **Line 5 – Other shared equity HomeBuy schemes**

Record all leasehold **Social HomeBuy** sales on **shared equity terms** made to sitting tenants by your organisation during the year. This category includes properties sold to sitting tenants under equity loan schemes.

### **Line 6 – Social HomeBuy outright purchase**

Record all leasehold outright sales of units made on **Social HomeBuy** terms made to sitting tenants by your organisation during the year.

### **Line 7 – Other outright sales to sitting tenants**

Record all other outright leasehold sales made to sitting tenants by your organisation during the year. If you have recorded any units under Other Outright Sales to Sitting Tenants then use the text box in Question 8, line 2 to provide an explanation of what is covered by this.

### **Line 8 – Total sales to tenants – LEASEHOLD**

The NROSH+ system automatically calculates the values in this line.

## **Question 8**

### **Line 1 – Total sales to tenants (FREEHOLD + LEASEHOLD)**

The NROSH+ system automatically calculates the values in this line.

### **Line 2 – Other outright sales text box**

If you have recorded any units under Other outright sales in either Question 6 or Question 7 then use the text box to provide an explanation of what is covered by this. If there is insufficient space to explain these gains, please upload a supporting document and indicate here that you have done so.

If you did not report other sales please leave the text box blank.



## Question 9

Record the number of owned units of **low cost rental accommodation** lost during the period 1 April 2022 to 31 March 2023 that were not lost through sales.

Units lost under a column due to movements between low cost rental categories should not be recorded under All Other Losses. Movements between low cost rental categories should be recorded under Question 10 of this part of the SDR.

### Question 9 – Column guidance

#### Column A – General needs

Record all **general needs** units that are not categorised as **Affordable Rent** or **intermediate rent**.

#### Column B – Supported housing/ housing for older people

Record all **supported housing** and **housing for older people** units that are not categorised as **Affordable Rent** or **intermediate rent**.

#### Column C – Intermediate rent

Record all **intermediate rent** units of any type.

#### Column D – Affordable Rent

Record all **Affordable Rent** units. Affordable Rent **general needs** and Affordable Rent **supported housing/ housing for older people** should be combined for this question.

#### Column E – Total

The NROSH+ system automatically calculates the value in this column.

### Question 9 – Line guidance

#### Line 1 – Conversions to low cost home ownership

Record the number of low cost rental units that your organisation has converted to **low cost home Ownership** during the year. We would expect a corresponding gain to be reported in the low cost home ownership part.

#### Line 2 – Loss of low cost rental stock as a result of expiry or termination of leases

Record the number of low cost rental accommodation units lost from your existing stock due to the expiry or termination of leases. Terminations of leases should be included regardless of the cause of the termination.

#### Line 3 – Demolitions

Record the number of low cost rental accommodation units demolished during the period 1 April 2022 to 31 March 2023. Include all properties where demolition works had started by 31 March 2023 but exclude those where demolition had commenced by 31 March 2022 (as these were counted in the return made last year).

#### Line 4 – All other losses to your existing low cost rental stock

Record all other losses to your existing low cost rental accommodation stock during the year. If you have recorded any units under All Other Losses then use the text box on line 6 to provide an explanation of what is covered by this.

### Line 5 – Total Losses

The NROSH+ system automatically calculates the values in this line.

### Line 6 – Other losses text box

If you have recorded any units under All Other Losses then use the text box to provide an explanation of what is covered by this. If there is insufficient space to explain these gains, please upload a supporting document and indicate here that you have done so.

If you did not report other losses please leave the text box blank.

## Question 10

This question records the number of units that have moved between low cost rental accommodation categories during the period 1 April 2022 to 31 March 2023.

The total number of units across all categories recorded as moving FROM must equal the total number of units across all categories recorded as moving TO.

Short examples of how to correctly record the movement of stock between categories are presented here and detailed process diagrams are provided in Annex B. Conversions of unit directly between supported housing and housing for older people and vice versa do not need to be recorded.

 **NOTE: Units converted from or to low cost rental care homes should be recorded as losses and gains rather than movements between categories.**

### Question 10 – Column guidance

#### Column A – General needs

Record all **general needs** units that are not categorised as **Affordable Rent** or **intermediate rent**.

#### Column B – Supported housing/ housing for older people

Record all **supported housing** and **housing for older people** units that are not categorised as **Affordable Rent** or **intermediate rent**.

#### Column C – Intermediate rent

Record all **intermediate rent** units of any type.

#### Column D – Affordable Rent

Record all **Affordable Rent** units. Affordable Rent **general needs** and Affordable Rent **supported housing/ housing for older people** should be combined for this question.

#### Column E – Total

The NROSH+ system automatically calculates the value in this column.

### Question 10 – Line guidance

#### Line 1 – Movement of units FROM low cost rental stock category

Record the number of units of the given stock category that were converted to another category during the period.

## Line 2 – Movement of units TO low cost rental stock category

Record the number of units of another category that were converted to the given stock category during the period.

EXAMPLE 1: if a general needs unit was converted to Affordable Rent during the period, this would cause the unit to be counted in the general needs column on the FROM line and in the Affordable Rent column on the TO line.

If units have been lost or gained due to remodelling during the conversion to another category of low cost rental stock, this should be recorded as distinct events under this question and either Question 3 (Gains) or Question 9 (Losses excluding Sales to Tenants).

EXAMPLE 2: if a unit of intermediate rent stock was converted to general needs and then sub-divided into two units, it should be recorded as:

- 1 unit under movements FROM intermediate rent in this question.
- 1 unit under movements TO general needs in this question.
- 1 unit under 'All other gains' for general needs in this question.

Providers should only report the number of additional units gained or lost in the remodelling process in the gains or losses questions. For the purposes of the SDR, providers should always record the process as if the tenure conversion happens first and then the remodelling happens.

## Question 11

The NROSH+ system automatically calculates the values in this line.



## Question 12

The NROSH+ system automatically calculates the values in this line.

These figures represent what we would expect your organisations stock levels to be based on the stock movements reported in this section.

## Question 13

Provide information about sales, demolitions and other losses by local authority during the period 1 April 2022 to 31 March 2023. For each LA, provide a total for the numbers of units of the following types:

-  **NOTE: Please only add the local authority areas where you own units. If you need to delete a local authority area, use the dustbin icon in the local authority drop down in the web view. Removing local authority areas from an Excel template will not remove them in the web view upon import.**
-  **NOTE: You will add the details for Question 13 in a separate tab in both the Excel template and the web view.**

### **Question 13 – Column guidance**

#### **Column A – Total sales to registered providers**

Record sales to registered providers under this line. Your group relationship to the providers is not considered in this question. Sales to local authority registered providers should also be included under this category. The total number of sales to registered providers recorded in this question must equal the total sales to registered providers recorded in Question 4 and 5.

#### **Column B – Right to Buy (including Preserved Right to Buy but excluding Voluntary Right to Buy)**

Record all Right to Buy sales of low cost rental accommodation to tenants (including Preserved Right to Buy but excluding Voluntary Right to Buy).

#### **Column C – Voluntary Right to Buy**

Record all Voluntary Right to Buy sales of low cost rental accommodation to tenants.

#### **Column D – Right to Acquire**

Record all Right to Acquire sales of low cost rental accommodation to tenants.

#### **Column E – Other Sales to tenants**

Record all other sales of low cost rental accommodation to tenants.

#### **Column F – Total sales to tenants**

The NROSH+ system automatically calculates the values in this column. The total number of sales to tenants across all local authority areas must equal the total sales to tenants recorded in Question 6 and 7.

#### **Column G – Total sales to other**

Record all other sales under this category. The total number of sales to others recorded in this question must equal the total sales to others recorded in Question 5.

#### **Column H – Total demolitions**

Record the total number of low cost rental accommodation units demolished. The total number of demolitions recorded in this question must equal the total demolitions recorded in Question 9.

#### **Column I – Other Losses**

Record all other losses under this category. The total number of other losses recorded in this question must equal the total other losses recorded in Question 9.

## Affordable Rent

Question	Low cost rental stock							LCHO and other stock				Ownership and management			Location	
	General needs	Supported housing	Housing for older people	Care homes	Affordable Rent general needs	Affordable Rent supported housing / housing for older people	Intermediate rent	Low cost home ownership	Social leased	Non-social leased	Non-social rental	Owned + managed by the provider	Owned by the provider, managed by others	Managed by the provider for others	English LAs	All LAs
1																
2					✓	✓						✓	✓		✓	✓
3					✓	✓						✓	✓		✓	✓
4					✓	✓						✓	✓		✓	✓
5					✓							✓	✓		✓	
6						✓						✓	✓		✓	
7					✓	✓						✓	✓		✓	✓
8					✓	✓						✓	✓		✓	✓

This part of the SDR should be completed by providers who indicated in Question 2 of the Low cost rental and rents part that they own Affordable Rent housing.

Include all units let under Homes England (formerly known as Homes and Communities Agency) and GLA's Affordable Homes programmes. Providers should also include all units delivered as Affordable Rent via short form agreements. See glossary and definitions section for more information.

It should be noted that the classification of units as Affordable Rent is not dependent on the rent level charged to the tenant. A unit will continue to be classed as Affordable Rent, regardless of the actual rent charged, until the provider converts it to another stock type.

**The glossary and definitions section provides additional guidance for defining stock categories (see entries for text highlighted like this). However, providers are reminded that it is their responsibility to correctly categorise and record stock accurately according to the latest applicable rules and legislation.**

### Question 1

Providers who **own** any **Affordable Rent** units should answer 'Yes' to this question.

Providers who do not own any Affordable Rent units should answer 'No' to this question. No further responses will be required in this part if 'No' is selected.

### Question 2

Record a breakdown of your owned **Affordable Rent** units by date of construction. For units where the construction date is not known, providers should estimate the date rather than omit the units from the figures. When recording the date of construction of units that

have been remodelled or redeveloped, Providers should use the date the building was originally constructed.

Providers should note that the categories in this question use calendar years rather than financial years/ SDR reporting periods and it should be completed on that basis. All units constructed on or after 1 January 2021 should be recorded in the Post 2020 category.

### Question 3

Record a breakdown of your owned **Affordable Rent** units by property type. When recording flats, the number of storeys relates to the height of the block and not the location of the individual flats in the block. Properties that have been sub-divided or converted into individual units should be recorded as flats.

For the 2023 SDR, the building height categories for flats have been updated to align with the definition of a “higher risk building” introduced by the Building Safety Act 2022 (see Part Four, Section 65) which received Royal Assent in April 2022. Please ensure you classify your stock in line with the updated building height definitions when completing this question. For further information, please refer to: <https://www.gov.uk/guidance/the-building-safety-act>

We appreciate that these new definitions may lead to some additional changes in reporting and increase the number of errors made in the short term.

### Question 4


 **NOTE: All non-self-contained units are recorded in the SDR as bedspaces.**

For each local authority area in England where you own **Affordable Rent general needs** units, record the number of units and average gross rents in place on the 31 March 2023.

This question covers all **owned** Affordable Rent general needs units regardless of their management status. Providers should source this data from their managing agents as required.

Vacant units must be included in this question. The gross rent figures for these units should be either those charged under the previous tenancy or the intended future charges when the property is let/ re-let.

The total number of units reported in this question must be less than or equal to the total number of owned Affordable Rent units reported in Question 2 of the Low cost rental and rents part.

 **NOTE: Please only add the local authority areas where you own units. If you need to delete a local authority area, use the dustbin icon in the local authority drop down in the web view. Removing local authority areas from an Excel template will not remove them in the web view upon import.**

 **NOTE: You will add the details for Question 4 in a separate tab in both the Excel template and the web view.**

## Question 4 – Column guidance

### Column A – Total units/ bedspaces (excluding units that are subject to HIST arrangements)

Record the number of **Affordable Rent general needs** (excluding units that are subject to **HIST** arrangements) units by bedsize.

### Column B – Average weekly gross rent (excluding units that are subject to HIST arrangements)

Record the average weekly GROSS rent per dwelling by bedsize for **Affordable Rent general needs** (excluding units that are subject to **HIST** arrangements) units. Gross rent should be calculated by adding the total rent collected and the total applicable service charges (both those eligible for and those not eligible for housing benefit or universal credit) collected and then dividing by the total number of units. It should not be calculated by adding the average weekly net rent and the average applicable weekly service charge figures together.

All rent figures must be weighted averages and calculated on a **standardised 52 week basis**. If these are not collected on a 52 week basis or a number of 'rent-free weeks' are offered to tenants, the figures must be converted to average them over 52 weeks.

All providers should consult the glossary for further information related to recording figures on a standardised 52 week basis.

Where the 31 March falls in a 'rent free' week please use the closest week preceding the 31 March where rent was payable.

### Column C – Total number of units/ bedspaces subject to HIST arrangements

Record the number of **Affordable Rent general needs** units by bedsize that are subject to **HIST** arrangements. For the purposes of this return, a unit is only considered to be subject to HIST arrangements where the provider has taken a decision not to apply the usual statutory or regulatory rules in relation to that unit as a result of the tenant's/ tenants' higher income status.

### Column D – Average weekly rent of properties subject to HIST arrangements

Record the average weekly GROSS rent per dwelling by bedsize for **Affordable Rent general needs** units that are subject to **HIST** arrangements. Gross rent should be calculated by adding the total rent collected and the total applicable service charges collected (both those eligible for and those not eligible for housing benefit or universal credit) and then dividing by the total number of units. It should not be calculated by adding the average weekly net rent and the average applicable weekly service charge figures together.

All rent figures must be weighted averages and calculated on a **standardised 52 week basis**. If these are not collected on a 52 week basis or a number of 'rent-free weeks' are offered to tenants, the figures must be converted to average them over 52 weeks.

All providers should consult the glossary for further information related to recording figures on a standardised 52 week basis.

Where the 31 March falls in a 'rent free' week please use the closest week preceding the 31 March where rent was payable.



## Column E – Total units/ bedspaces

The NROSH+ system automatically calculates the values in this column.

### Question 4 – Line guidance

#### Line 1 – Bedspaces

Record all **non-self-contained** units as **bedspaces**.

#### Line 2 – Bedsits

This should include all **self-contained** bedsit units. This should also include all studio flats. Exclude all **bedspaces**.

#### Lines 3-8 – One bedroom to six or more bedrooms

Record all owned dwelling units by the number of bedrooms contained. Exclude all bedsits and **bedspaces**.

#### Line 9 – Total self-contained/ weighted average

The NROSH+ system automatically calculates the values in this line.

#### Line 10 – Total Affordable Rent general needs/ weighted average

The NROSH+ system automatically calculates the values in this line.

### Question 5


 **NOTE: All non-self-contained units are recorded in the SDR as bedspaces.**

For each local authority area in England where you own **Affordable Rent supported housing/ housing for older people** units, record the number of units and average gross rents in place on the 31 March 2023.

This question covers all owned Affordable Rent supported housing (including housing for older people) units regardless of their management status. Providers should source this data from their managing agents as required.

Vacant units must be included in this question. The gross rent for these units should be either those charged under the previous tenancy or the intended future charges when the property is let/ re-let.

The total number of units reported in this question must be less than or equal to the total number of owned Affordable Rent units reported in Question 2 of the Low cost rental and rents part.

 **NOTE: Please only add the local authority areas where you own units. If you need to delete a local authority area, use the dustbin icon in the local authority drop down in the web view. Removing local authority areas from an Excel template will not remove them in the web view upon import.**

 **NOTE: You will add the details for Question 5 in a separate tab in both the Excel template and the web view.**

## Question 5 – Column guidance

### Column A – Total units/ bedspaces (excluding units that are subject to HIST arrangements)

Record the number of **supported housing** (including **housing for older people**) **Affordable Rent** (excluding units that are subject to **HIST** arrangements) units by bedsize.

### Column B – Average weekly gross rent (excluding units that are subject to HIST arrangements)

Record the average weekly GROSS rent per dwelling by bedsize for **supported housing** (including **housing for older people**) **Affordable Rent** (excluding units that are subject to **HIST** arrangements) units. Gross rent should be calculated by adding the total rent collected and the total applicable service charges collected (both those eligible for and those not eligible for housing benefit or universal credit) and then dividing by the total number of units. It should not be calculated by adding the average weekly net rent and the average applicable weekly service charge figures together.

All rent figures must be weighted averages and calculated on a **standardised 52 week basis**. If these are not collected on a 52 week basis or a number of 'rent-free weeks' are offered to tenants, the figures must be converted to average them over 52 weeks.

All providers should consult the glossary for further information related to recording figures on a standardised 52 week basis.

Where the 31 March falls in a 'rent free' week please use the closest week preceding the 31 March where rent was payable.

### Column C – Total number of units/ bedspaces subject to HIST arrangements

Record the number of for **supported housing** (including **housing for older people**) **Affordable Rent** units by bedsize that are subject to **HIST** arrangements. For the purposes of this return, a unit is only considered to be subject to HIST arrangements where the provider has taken a decision not to apply the usual statutory or regulatory rules in relation to that unit as a result of the tenant's/ tenants' higher income status.

### Column D – Average weekly rent of properties subject to HIST arrangements

Record the average weekly GROSS rent per dwelling by bedsize for **supported housing** (including **housing for older people**) **Affordable Rent** units that are subject to **HIST** arrangements. Gross rent should be calculated by adding the total rent collected and the total applicable service charges collected (both those eligible for and those not eligible for housing benefit or universal credit) and then dividing by the total number of units. It should not be calculated by adding the average weekly net rent and the average applicable weekly service charge figures together.

All rent figures must be weighted averages and calculated on a **standardised 52 week basis**. If these are not collected on a 52 week basis or a number of 'rent-free weeks' are offered to tenants, the figures must be converted to average them over 52 weeks.

All providers should consult the glossary for further information related to recording figures on a standardised 52 week basis.

Where the 31 March falls in a 'rent free' week please use the closest week preceding the 31 March where rent was payable.

## **Column E – Total units/ bedspaces**

The NROSH+ system automatically calculates the values in this column.

### **Question 5 – Line guidance**

#### **Line 1 – Bedspaces**

Record all **non-self-contained** units as **bedspaces**.

#### **Line 2 – Bedsits**

This should include all **self-contained** bedsit units. This should also include all studio flats. Exclude all **bedspaces**.

#### **Lines 3-6 – One bedroom to four or more bedrooms**

Record all owned dwelling units by the number of bedrooms contained. Exclude all bedsits and **bedspaces**.

#### **Line 7 – Total self-contained/ weighted average**

The NROSH+ system automatically calculates the values in this line.

#### **Line 8 – Total Affordable Rent supported housing (including housing for older people)/ weighted average**

The NROSH+ system automatically calculates the values in this line.

### **Question 6**

Record the total number of owned units converted to or from an **Affordable Rent** tenure during the period 1 April 2022 to 31 March 2023. The management status of units is not considered in this question.

For each category, combine the total conversions for Affordable Rent general needs, supported housing and housing for older people units.

If a unit has been converted to and from Affordable Rent multiple times in the year, record each conversion rather than the final state.

### **Question 6 – Line guidance**

#### **Line 1 – Conversions of units from a social rental tenure to Affordable Rent**

Record all conversions of units your organisation owns from a social rental tenure to **Affordable Rent**. Units should only be recorded on this line if the unit was a part of your organisation's stock before and after the conversion.

#### **Line 2 – Conversions of units from any other form of rental tenure to Affordable Rent**

Record all conversions of units your organisation owns from any other form of rental tenure to **Affordable Rent**. Units should only be recorded on this line if the unit was a part of your organisation's stock before and after the conversion.

#### **Line 3 – Conversions of units from Affordable Rent to any other form of rental tenure**

Record all conversions of units your organisation owns from **Affordable Rent** to any other form of rental tenure. Units should only be recorded on this line if the unit was a part of your organisation's stock before and after the conversion.

## Question 7

Record the total number of **lettings** of **Affordable Rent** units made in the period 1 April 2022 to 31 March 2023. Combine the total lettings of Affordable Rent **general needs**, **supported housing** and **housing for older people** units into a single figure.

## Question 8

Record the total number of sales of owned **Affordable Rent** units made in the period 1 April 2022 to 31 March 2023.

For each category, combine the total conversions for Affordable Rent **general needs**, **supported housing** and **housing for older people** units. Include sales at any price, even nil consideration. Record only sales that have been completed. Do not include cases where only exchange of contracts has taken place as these are still formally owned by the provider.

### Question 8 – Line guidance

#### Line 1 – Sale to tenants

Record all sales of **Affordable Rent** units to tenants of your organisation.

#### Line 2 – Sales to other

Record all other sales of **Affordable Rent** units in this category.

## Survey Declarations

Previous versions of the SDR return included questions in the Entity Level Information section at the start of the return which captured key contact details and updated regulatory contact information.

Following the NROSH+ update in 2023, this information is collected through the “Declarations” process at the point the survey is submitted.

Once you have finished filling in the return and have resolved any outstanding data validation issues you can begin the submission process by clicking the “Submit” button on the parts list page.

The submission process will confirm that there are no validation issues outstanding, and you can begin the survey declaration process by clicking “Continue to Declarations”-

### Survey Contact Details

Record the name of the person responsible for the submission of the SDR. The person listed will be the first contact point should the regulator have any queries about the contents of the submission.

Once “Confirm” is clicked you will progress to the next declaration screen.

### Registered Details

Here you are required to check the name and address for your organisation. This is likely to be your primary administrative centre and should be the address that is registered with the regulator.

These details will be pre-populated on-screen form by the NROSH+ system but cannot be edited or overwritten.

If your organisation has changed its name or registered address from what is pre-populated, please contact the RRE team (see Help and Support above) to notify us of the change via the formal process outlined in the guidance:

<https://www.gov.uk/government/publications/restructures-and-constitutional-changes>

Once you have selected an option, you can click “Continue” to move to the next declaration screen.

### Organisational Contact Details

For providers **owning** 1,000 or more **units** of **social housing**, we require contact details for an organisation’s Chief Executive, Chair, Finance Director, and Audit Committee Chair. If a provider does not have an Audit Committee Chair, then the Vice Chair of the organisation should be recorded instead.

For providers owning fewer than 1,000 units of social housing, we only require contact details for an organisation’s Fees Contact, Chief Executive and Chair. Contact details for the organisation’s Finance Director, and Audit Committee Chair should be provided if those posts exist.

If your organisation does not have a Chief Executive, please provide the name and contact details of the equivalent post-holder.

In **group** arrangements, the **subsidiary** organisations may not have a Chief Executive or Finance Director, as these posts are provided by the **group parent**. In this situation, the subsidiary providers should either enter the details of the equivalent post-holders (for example the Managing Director and Finance Officer) or of those individuals who hold the post at Group level. This may depend on the governance arrangements existing within the group.

We also ask you to record/confirm the name, job title, telephone number, email address and postal address of the person in your organisation who the regulator should make first contact with regarding regulatory matters. While the regulator does not specify who this contact should be, it is likely to be an officer in a senior strategic housing position. Each organisation will need to identify the key regulatory contact, considering which role/individual is best placed to discuss strategic questions relating to organisational compliance with the rent policy and regulatory standards.

Users should ensure that contact details for key staff members are entered correctly as these details will be used by us when contacting providers.

## Glossary and definitions

### Affordable Rent

Units should only be recorded as Affordable Rent if they fully meet the definition of affordable rent housing specified in Rent Policy Statement, but broadly speaking:

- Affordable Rent units are made available by providers to households that are eligible for social rented housing at a rent level of no more than 80% of local market rents.
- Affordable Rent units may include both newly built (with or without grant input) and conversions from existing social rented units to Affordable Rent units, but only where this forms part of a new supply agreement with the Homes and Communities Agency or the Greater London Authority.
- Affordable Rent units may be for general needs, supported housing or housing for older people and some parts of the return we expect them to be included in those categories when asked. In other cases we will ask providers to record Affordable Rent unit data separately and there is a discrete part which includes rental and lettings data only for these units.
- Units let on Affordable Rent terms fall within the definition of social housing.
- It should be noted that the classification of units as Affordable Rent is not dependent on the rent level charged to the tenant. A unit will continue to be classed as Affordable Rent, regardless of the actual rent charged, until the provider converts it to another stock type.

The rent setting rules contained in the Rent Policy Statement are complex, and providers should ensure that they fully understand how these rules apply to them, taking legal advice where necessary. We cannot interpret government policy for providers.

### Bedsits

A one-roomed unit of accommodation typically consisting of a combined bedroom and sitting room. Bedsits have private living space (within the single room), will usually have cooking facilities which are private to the unit (included within the single room) but may share bathroom facilities other units. For the purpose of the SDR studio flats which consist of a combined bedroom and sitting room with cooking facilities and a private bathroom should be recorded as bedsits.

### Bedspaces

A bedspace is a single space for a person in a non-self-contained unit (such as a bed in a hostel or dormitory, a bed in a private room in a shared property or a bed in a shared bedroom used to house people on separate tenancies). Bedspaces are non-self-contained units as they require the sharing of living, cooking, bathroom or toilet amenities. When counting bedspaces, you should be counting the number of individually lettable areas and not the total number of occupants in the unit or the number of rooms within the unit.

Examples of how bedspaces should be counted are:



- Each single bed in a dormitory should be counted as a one bedspace.
- A double bedroom containing two single beds let individually should be counted as two bedspaces.
- A five bedroom house where each non-self-contained unit (bedroom) is let individually should be counted as five bedspaces.
- Two unconnected people sharing a room designed for sharing in a drug-rehabilitation project should be counted as two bedspaces.
- Five non-self-contained units (bedrooms) in a house each occupied by two individuals on separate tenancies should be reported as ten bedspaces.

However, where multiple beds exist within a single non-self-contained unit, but are not individually lettable then you should record them as a single bedspace. Examples of this are:

- Two beds in a single non-self-contained unit let to a single individual (not just temporarily) should be recorded as a one bedspace (and not two bedspaces)
- A double bedroom containing a double bed (which can hold two individuals) should be counted as one bedspace (not two bedspaces) as the bed does not represent two individually lettable bedspaces (*i.e.* it can only be let on one tenancy as the bed is not shared between tenancies).
- A family sharing a single non-self-contained unit (a room or suite of rooms) in a women's refuge should be counted as one bedspace.
- A 'suite' consisting of a bedroom, bathroom and living area that shares a kitchen with other tenants, but that is intended to be let on a single tenancy should be counted as one bedspace.

Typically, the number of bedspaces in a property will align with the number of tenancies (counting joint tenancies as one tenancy) that can be issued and the two are often interchangeable. When these temporarily do not align, you should always report the underlying number of lettable beds. For example, a double bedroom may contain two individually lettable single beds but, when considering tenant safeguarding, the provider may deem it inappropriate to place a second tenant in the room after the first bed is let. In this situation, the provider should continue to report this as two bedspaces as the second bedspace (and associated potential tenancy) is only temporarily unavailable. If the letting policy for this bedroom was permanently altered to this basis then it would instead be counted as one bedspace.

See also the definition of non-self-contained units.

## Capped Rent

Capped Rent is a subcategory of Affordable Rent offered as part of the GLA's Affordable Rent programme. As such, units let as Capped Rent should be included in all sections covered by Affordable Rent.

## Care homes

Units should be recorded as care homes in the SDR if they are social housing (see definition below) as well as meeting the definition of care home specified in Rent Policy Statement. In general, this is likely to mean that only units in care homes providing personal care (rather than nursing care) should be reflected in this category. Other care homes units should be recorded as non-social housing. For care homes the number of bedspaces, rather than the number of care homes, should be recorded.

The rent setting rules contained in the Rent Policy Statement are complex, and providers should ensure that they fully understand how these rules apply to them, taking legal advice where necessary. We cannot interpret government policy for providers.

## Decent Homes Standard

Our Home standard requires providers to ensure that units meet the Decent Homes Standard (DHS) set out in section five of the Government's Decent Homes Guidance and continue to maintain units to at least the standard. The Guidance is set out in A Decent Home: Definition and Guidance for Implementation, published by the, then Ministry of Housing, Communities and Local Government (now Department for Levelling Up, Housing and Communities) in June 2006, and any guidance issued by the department or its successors, in relation to that document. See

<https://www.gov.uk/government/publications/a-decent-home-definition-and-guidance>.

The standard applies to almost all low cost rental social housing, but not to low cost leasehold and shared ownership properties. It therefore includes general needs, sheltered housing, non-self-contained and supported housing (the Standard does not apply to Care Homes). In summary, a decent home is one that meets the following four criteria:

- it meets the current statutory minimum standard for housing
- it is in a reasonable state of repair
- it has reasonably modern facilities and services
- it provides a reasonable degree of thermal comfort

## Demoted tenancies

Under Section 6A of the Housing Act 1988, providers may apply to the court for a demotion order in respect of a secure tenancy. If the order is granted the secure tenancy is terminated and is temporarily replaced by a less secure form of tenancy.

The court may only make the order if the tenant or another resident or a visitor to the tenant's home has behaved, or threatened to behave, in an anti-social manner, or has threatened to, use the premises for unlawful purposes, as defined in section 153A of the Housing Act 1996.

The period of demotion will initially be for 12 months but may be extended if the landlord serves notice of proceedings for possession during this period.

## Discounted Rent

Discounted Rent is a subcategory of Affordable Rent offered as part of the GLA's Affordable Rent programme. As such, units let as Discounted Rent should be included in all sections covered by Affordable Rent.

## Energy Performance Certificate

An Energy Performance Certificate (EPC) is a report providing the energy efficiency rating of a building on a scale from A to G. It is required whenever a property is built, sold or rented, and is valid for 10 years. More information on EPCs, including situations where an EPC is not required, can be found at:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/671018/A\\_guide\\_to\\_energy\\_performance\\_certificates\\_for\\_the\\_marketing\\_\\_sale\\_and\\_let\\_of\\_dwellings.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/671018/A_guide_to_energy_performance_certificates_for_the_marketing__sale_and_let_of_dwellings.pdf)

For the purpose of this return, valid EPCs are expected to be reported where possible, however, expired EPCs and EPC ratings calculated or mapped from other energy efficiency calculation methods will be accepted as EPCs.

## Evictions

An eviction is defined for these purposes as only a tenancy brought to an end by the execution of a warrant of possession by court bailiffs. Eviction does not include abandonment, even where a property is abandoned in the period between a warrant of possession and the execution of that warrant.

Providers should include all evictions from low cost rental dwellings owned by the provider - general needs, supported housing, housing for older people, intermediate rent and Affordable Rent. Include all evictions during the year, regardless of the year in which the possession order or warrant of possession itself was obtained, the type of tenancy to which it relates, or whether the original possession order was an outright, postponed or suspended possession order. Evictions from immediate licenses should also be included.

Providers should exclude evictions that have not been effected during the year, regardless of the date of the possession order or warrant of possession.

## Exceptions (rents)

Providers are asked to record the number of relevant units that have an exception from the statutory rent setting requirements set out in the Rent Policy Statement. Relevant units for the purposes of this SDR question do not include intermediate rent, affordable rent or HIST units (see other definitions).

Providers should only record units as having the benefit of an exception if they have clearly established that such an exception applies and are able to provide the necessary assurance on this should they be asked to demonstrate the exception has been correctly claimed. Providers should seek legal advice if they are unsure they meet this requirement. Details on the types of low cost rental accommodation that are excepted from the rent setting rules can be found in Chapter 5 of the Rent Policy Statement.

Providers are advised to review their excepted stock as exceptions provided by the previous legislation (the Welfare Reform and Work Act (2016)) do not automatically translate to exceptions under the Rent Policy Statement.

The rent setting rules contained in the Rent Policy Statement are complex, and providers should ensure that they fully understand how these rules apply to them, taking legal advice where necessary. We cannot interpret government policy for providers.

## Exemptions

Providers should only record units as having the benefit of an exemption from the statutory requirements set out in the Rent Policy Statement if they have applied for and been granted an exemption applicable to those units for the period in question by us.

Providers should not record units as having the benefit of an exemption if an application has been made but is still pending approval as at 31 March 2023.

Further details on exemptions and the process for applying for them can be found in the Rent Standard and its supplementary material at:

<https://www.gov.uk/government/publications/rent-standard>

The rent setting rules contained in the Rent Policy Statement are complex, and providers should ensure that they fully understand how these rules apply to them, taking legal advice where necessary. We cannot interpret government policy for providers.

## Floating support or move-on support

A floating support service is defined as ‘a support service that is administered to residents living in general needs accommodation’. This may include support services provided under specific programmes such as the Rough Sleepers initiative. There must be an expectation that the support for some or all of the residents will ‘float off’ and move to other properties as those residents cease to require the support.

Even if a resident living in general needs stock receives ‘floating’ or ‘move-on’ support or support paid for by Supporting People grant, their home continues to be designated as general needs housing.

## For-profit providers

A provider whose objects may not contain a reference to the provision of social housing; or whose constitution allows it to trade for a profit (this might be expressed as an ability to distribute dividends to shareholders, or pay out its surpluses to other organisations etc.); or whose objects allow it to carry out activities that are not linked to housing provision (or any combination of these). There are no standard regulatory requirements in relation to the constitutions of for-profit providers – although specific requirements may be necessary as assessed at the point of registration.

## Formula rent

We require providers to submit the average formula rent for all properties that are not subject to an exception from the rent setting rules contained in the Rent Policy Statement. The data we require providers to submit is the average formula rent that would apply for each property if it was let under a new tenancy on 31 March.

Formula rents must be calculated using the methodology set out in Chapter 2 of the Rent Policy Statement. Providers are reminded that the property valuations used when calculating formula rents must comply with the standards set out in the Rent Policy Statement. It should be noted that difficulty in obtaining valuations will **not** be considered a valid reason for delayed or non-submission of formula rent data.

For the avoidance of doubt the formula rent figures asked for in the SDR must not include the 5% or 10% rent flexibility.

The rent setting rules contained in the Rent Policy Statement are complex, and providers should ensure that they fully understand how these rules apply to them, taking legal advice where necessary. We cannot interpret government policy for providers.

Note that in Part 2 (Low Cost Rent and Rentals) between 2016 and 2020, providers were asked to provide the average Social Rent rate. These questions have been replaced by questions asking for average formula rent.

## **General needs**

General needs housing covers the bulk of housing stock for rent. It includes both self-contained and non-self-contained hostel/ shared housing units and bedspaces. General needs housing is stock that is not designated for specific client groups.

## **Governing body**

The term 'governing body' refers to the trustees, board or committee of management.

## **Group**

For the purpose of this return, providers are defined as being members of a group structure if they are subsidiaries and associates of one another within the meaning of those terms as set out in Section 271 of the Housing and Regeneration Act 2008.

A return should be completed by each provider within the group. However, where the provider is a parent body in a group structure, and it does not own or manage any housing stock, then it is only required to complete the Entity Level Information (Part 1). However, we do require these providers to maintain the organisational information on the NROSH+ website as a means of ensuring effective communication and the efficient operation of other returns which require completion.

Providers should note that corporate trusteeships do not constitute a group relationship.

## **High Income Social Tenants (HIST) properties**

For the purposes of this return, a unit is only considered to be subject to HIST arrangements where the provider has taken a decision not to comply with the usual statutory or regulatory rules in relation to that unit as a result of the tenant's/ tenants' higher income status.

## **Housing Benefit**

Questions relating to eligible and ineligible service charges apply equally to tenants on Housing Benefit or Universal Credit. For the purposes of completing the rent questions, Housing Benefit and Universal Credit should be treated as being interchangeable.

## **Housing for older people**

Properties should be described as housing for older people only if they are made available exclusively to older people and fully meet the definition of supported housing specified in the Rent Policy Statement. The rent setting rules contained in the Rent Policy Statement are complex, and providers should ensure that they fully understand how these

rules apply to them, taking legal advice where necessary. We cannot interpret government policy for providers.

## Intermediate rent

Units should only be recorded as intermediate rent if they fully meet the definition of intermediate rent accommodation specified in the Rent Policy Statement. The rent setting rules contained in the Rent Policy Statement are complex, and providers should ensure that they fully understand how these rules apply to them, taking legal advice where necessary. We cannot interpret government policy for providers.

## Leasehold

Leasehold units are those that are occupied by a resident holding a leasehold interest in the property. For the purposes of this part of form, providers should report all leasehold units they own excluding any low cost home ownership units that are not fully staircased (which should be reported under the LCHO part).

Leasehold units owned by providers typically include Right to Buy or fully staircased shared ownership units where the provider has sold a leasehold interest to a residential occupier but retains an interest (freehold or leasehold) of its own. This often applies to blocks of flats and other forms of construction where there are common areas and facilities. This includes scenarios where the provider retains the responsibility for maintaining common areas and services, the financial costs of which can be transferred in line with the terms of a lease.

Leasehold units should be reported as either social leasehold or non-social leasehold based on the HRA (2008) definition of social housing. Whether leasehold units meet this legal definition relates to the precise timing of ownership and sale and tracking this may be difficult in certain cases. At a minimum, the division of leasehold units between social and non-social should be broadly aligned with the allocation for costs for such units between social and non-social reported in the financial statements and electronic accounts returns (FVA).

To clarify, the definition of a leasehold property is determined by whether a leasehold interest is owned by a residential occupier (not whether the landlord owns a leasehold interest). Providers should not report commercial non-residential leasehold properties, or properties where it has granted a lease other than to a residential occupier (e.g. where a provider lets a property to another social housing provider).

## Letting

When recording lettings in the Statistical Data Return, providers should use the criteria set out for the CORE (Continuous REcording) system operated by the Department for Levelling Up, Housing and Communities as a general guide to determining if a letting has taken place. Further information about CORE can be found at:

<https://core.communities.gov.uk/content/LearnAboutCORE.html>

Providers should note that certain types of lettings do not require the submission of a CORE log. **This exclusion does not apply to the Statistical Data Return.** Lettings data in the Statistical Data Return should include all lettings captured in CORE as well as all other lettings and assignments that have been carried out during the period.



## London Affordable Rent

Units let as London Affordable Rent should be recorded as Affordable Rent units. See the entry for Affordable Rent for general information on Affordable Rent stock.

## Low cost home ownership (LCHO)

LCHO accommodation is defined in the Housing and Regeneration Act 2008 as being that occupied or made available for occupation in accordance with shared ownership arrangements, shared equity arrangements, or shared ownership trusts; and it is made available to people whose needs are not adequately served by the commercial housing market. LCHO figures should include all such accommodation that owned or managed by a provider.

LCHO figures should not include 'fully staircased' properties *i.e.* properties once occupied under relevant arrangements but where the occupier has for example acquired a 100% equity share of a shared ownership property or repaid an equity loan on a shared equity property in full. Fully staircased properties where the landlord has retained a freehold interest should be included under 'leasehold' properties.

LCHO figures should include properties where the maximum share that can be bought has been bought by the tenant (where the maximum share is less than 100% of the equity).

The conditions under which LCHO properties are regarded as sold to occupiers (e.g. through being fully staircased) are more formally set out in HRA (2008).

## Low cost rental accommodation

The Housing and Regeneration Act 2008 defines accommodation as low cost rental accommodation where it is:

- Made available for rent
- The rent is below the market rate
- It is made available to people whose needs are not adequately served by the commercial housing market

For the purposes of our data collection, we break down low cost rental accommodation into six categories. These are:

- General needs
- Intermediate rent
- Affordable rent
- Supported housing
- Care homes
- Housing for older people



## Management

For the purposes of our data collection, a property is **managed** by the provider responsible for the day to day management of the tenancy or licence (e.g. issuing paperwork, collecting rent, etc.). If a provider **manages** the property under an agreement but does not **own** it (see definition of **ownership**), that organisation is not the landlord but it may report the unit as under **management**. (See also **ownership**.)

If an organisation is responsible for the provision of care to the tenant, but not for the kind of functions described as management above, it is not the managing organisation for these purposes.

It should be noted that leased units will also count as being owned. See the entry for Ownership.

## Mortgage rescue scheme

This scheme has two options: Shared Equity, where the household remains as a homeowner (and the equity loan is usually the provider's only interest in the property) and Mortgage to Rent, where the household becomes a tenant of the provider.

For the purposes of this return, the shared equity units are excluded, and the latter is included as social housing.

## Mortgage to Rent

A property is purchased by a provider and let to the household on an Assured Shorthold Tenancy with rent charged at 80% of market rent.

## Mutual exchange

All dwellings let by the provider as a consequence of a mutual exchange should be recorded. Where a mutual exchange has occurred within the providers stock, it should be recorded as lettings of two dwellings. When a mutual exchange occurs between tenants of two different landlords, only record the letting of the dwelling owned by the provider for whom the form is being completed.

## Non-self-contained housing

A non-self-contained unit will consist of an area in a hostel/ dormitory or other similar entity or a room or rooms (within a block of flats, sheltered scheme, house in multiple occupation or similar entity) which is/ are private to the tenant but which require sharing of some or all living, cooking, bathroom or toilet amenities. When counting non-self-contained units, you should be counting the number of areas for which an individual tenancy can be issued, not the number of occupants. All non-self-contained units are recorded in the SDR as bedspaces.

See also guidance notes on self-contained accommodation and bedspaces.

## Non-social housing

Stock to which the definition of social housing (see below for definition of social housing) does not apply.

## Ownership

For the purposes of this data collection, a provider **owns** property when it: (a) holds the freehold title or a leasehold interest in that property; and (b) is the body with a direct legal relationship with the occupants of the property (this body is often described as the **landlord**). All residential property owned in this sense should be reported as requested in the SDR whether or not it is social housing, and whether or not it is currently occupied. No non-residential properties should be reported in the SDR.

In this context there is an important difference between **landlords** and **managing agents**. The **landlord** is the body with legal responsibility under the tenancy or licence and entitled to charge rent or a licence fee from occupants of the property. Landlords may (and usually do) directly manage the properties they own or they may have an agreement for another organisation for the management of lettings and rent collection. The form of any management agreement may vary, however the landlord retains overall control of the property and all occupiers of its properties are tenants (or in some cases licensees) of that provider. For the purposes of this data collection, when indicating the numbers of properties **owned** providers should report units which are owned and directly managed as well as units which are owned but not directly managed.

Properties should not be reported as being owned by more than one provider.

If the owner has a leasehold interest in the property, that lease can be of any duration, as the length of lease that the landlord holds does not determine whether it is owned or not. In earlier data collections, a minimum period of lease was stated as a condition for ownership. That is no longer a relevant consideration for the purposes of this data collection.

## Parent body

For the purposes of this return, providers are defined as being parent bodies when they are a body of which another body or bodies is/ are (a) subsidiary(ies) within the meaning of Section 271 of the Housing and Regeneration Act 2008.

## Registered Provider

An organisation that is registered with the Regulator of Social Housing. These are either private bodies (private registered providers) or local authorities (local authority registered provides).

## Rent Policy Statement

The Rent Policy Statement is the primary set of rules covering definition of stock types and the setting of rents for social housing and came into force on 1 April 2020. All providers are advised to read and familiarise themselves with the content of the Rent Policy Statement and how it applies to their stock.

The Rent Policy Statement is available at:

<https://www.gov.uk/government/publications/direction-on-the-rent-standard-from-1-april-2020>

The rent setting rules contained in the Rent Policy Statement are complex, and providers should ensure that they fully understand how these rules apply to them, taking legal advice where necessary. We cannot interpret government policy for providers.

## Rent to Save

Rent to Save is a flexible home ownership product offered by the GLA that allows tenants to rent properties at a sub-market level whilst saving for a deposit on the unit. For the purposes of this return, units offered under this scheme should be classed as Intermediate Rent during the rental period and low cost home ownership once the purchase has been made.

## Right to Buy

This refers to the statutory rights of secure tenants to purchase the property they occupy from their landlord (public sector). The main legal provisions are contained in Part 5 of the Housing Act 1985, as amended.

When a Local Authority transfers stock to a social landlord, its tenants who were eligible to purchase their home under the Right to Buy scheme continue to retain this right with their new landlord, subject to certain conditions. This is called the Preserved Right to Buy (although under some circumstances tenants retain the full Right to Buy).

## Right to Acquire

This refers to the statutory rights of certain secure/ assured tenants to purchase the property they occupy from a private registered provider. The legal provisions are contained in Sections 16 and 17 of the Housing Act 1996 and the Right to Acquire Regulations 1997.

## Self-contained unit

A self-contained unit is one in which all the rooms (including kitchen, bathroom and toilet) in a household's accommodation are behind a door which only that household can use and therefore allows that household exclusive use of them. Some self-contained units, especially flats, may have some common services such as a central boiler for heating and/ or hot water. Households which share a common entrance hall, but otherwise have all their accommodation behind their own front door are self-contained.

It may be difficult, in some supported housing for example, to draw the line between self-contained and non-self-contained units. In these circumstances, consider the primary purpose behind the design of the property. For example, if only rudimentary cooking facilities are provided – on the assumption that residents' meals will be prepared elsewhere – then this is probably non-self-contained.

A self-contained unit/ house for letting to a group of people under one tenancy agreement would be one unit, regardless of whether the occupants are a family unit or a group of unrelated people. However, if each room within the house is to be let on a separate tenancy, then each room is counted as a unit/ bedspace.

## Service charges

Service charges are separate from rents and for the purposes of the SDR we work to the definition of service charges in the Rent Policy Statement.

In the SDR, service charges are divided into those which are eligible for housing benefit or universal credit and those that are not. The prevailing legislation and amendments provide general guidance on what costs are eligible and ineligible for housing benefit and universal credit.

When calculating service charges, do not include negative values/ rebates which apply to individual tenants.

## Shared equity schemes

In equity loan schemes, sometimes known as equity percentage schemes or equity share schemes, a purchaser provides a certain amount of the purchase price through deposit and mortgage, with the remainder coming as an equity loan from the provider. In publicly funded versions, the Government contributes some grant to the provider to enable it to make the equity loan.

The equity loan represents a percentage of the purchase price and is repayable voluntarily, in whole or in part. The amount to be redeemed depends on the change in value of the property. So, if an equity loan represented 50% of the original purchase price of £200,000, and the property had increased in value to £240,000 at the time of redemption, the amount required to redeem that loan would be £120,000. No interest is charged on the equity loan but, in some variants, a small annual fee becomes payable after a few years.

The equity loan is usually a provider's only interest in the property. In such cases the provider is not the owner of the property for purposes of this return. Occasionally, a provider is the freeholder as well as having the equity loan.

## Social housing

The Housing and Regeneration Act 2008 sets out the meaning of social housing, which is defined as:

- Low cost rental accommodation
- Low cost home ownership accommodation
- Accommodation owned by a private registered provider as previously defined in the Housing Act 1996, regardless of whether it falls within either of the above two categories. Exceptions to this category of social housing are:
  - Accommodation let on the open market
  - Accommodation let only to full time students
  - Care homes in which nursing care is provided
  - Accommodation provided for asylum seekers (unless that accommodation was purchased, constructed or renovated by means of grant funding through housing association grant, social housing grant or financial assistance from Homes England (formerly known as Homes and Communities Agency).

## Social HomeBuy

A scheme in which sitting tenants are assisted by a discount to buy their home either outright or on shared ownership terms. The purchaser buys a minimum initial stake of 25% of their rented home at a discount. A private registered provider will retain the rest of the equity and will be able to charge a levy of up to 3% on their equity.

The scheme was introduced in April 2006 and was formerly known as Rent to Mortgage. When bought on shared ownership terms, the former tenant can obtain a further discount upon staircasing. Discounts are repayable upon resale within the early years. Purchasers who buy their rented home outright (*i.e.* 100 percent of the equity) will be freehold. They will also receive a discount on the total purchase price of their home.

## Specialised supported housing

Units should only be recorded as specialised supported housing if they meet the definition of specialised supported housing specified in the Rent Policy Statement. The rent setting rules contained in the Rent Policy Statement are complex, and providers should ensure that they fully understand how these rules apply to them, taking legal advice where necessary. We cannot interpret government policy for providers.

## Standardised 52 week basis for rents and service charges


All rent and service charge figures reported in the SDR must be stated on a standardised 52 week basis. If these are not collected on a 52 week basis or a number of 'rent-free weeks' are offered to tenants, the figures must be converted to average them over 52 weeks.

Providers who could have charged rent for 52 weeks in a given year, should calculate their average weekly rent figures using the following formula:

$$\frac{\text{average rental payment} \times \text{number of payments per year}}{52}$$

For example, if a provider collects a rental payment of £100 each fortnight – multiply this by 26 and then divide by 52 – the weekly payment would be £50.

Additionally, if a provider could have charged rent for 52 weeks during a given year but offered a number of 'rent-free weeks' to tenants, the figures submitted to NROSH+ should be averaged out to give the rent on a 52 week basis. For example, a provider charges £80 per week but operates four rent-free weeks during the year. Multiply the weekly payment by 48 and then divide by 52 giving a weekly charge of £73.85.

 **NOTE: Providers who COULD have charged 53 weekly rent payments in a given year (even if they chose not to)\* MUST consult the additional guidance materials, FAQs and data tool available on the NROSH+ website. These resources provide guidance on the reporting of rent data in line with our requirements in each year.**

\* Each year there are 365 days, this means that in any given year there are 52 weeks and 1 day (in a leap year 2 days). Depending on the day of the week your organisation makes rent payment charges there is a potential for 53 rent payments to be charged in some years.

## Starter or introductory tenancies

Local authorities may issue introductory tenancies, and providers may issue starter tenancies, to residents for the first 12 months of occupation, on assured shorthold terms. If at the end of that period the tenancy has not been terminated, it should automatically be converted to an assured periodic tenancy.

## Subsidiary

For the purposes of this return, providers are defined as being subsidiary bodies if they meet the definition of subsidiary as set out in Section 271 of the Housing and Regeneration Act 2008.

## Supported housing

Units should only be recorded as supported housing if they meet the definition of supported housing specified in the Rent Policy Statement. The rent setting rules contained in the Rent Policy Statement are complex, and providers should ensure that they fully understand how these rules apply to them, taking legal advice where necessary. We cannot interpret government policy for providers.

## Temporary social housing

Units should only be recorded as temporary social housing if they meet the definition of temporary social housing specified in the Rent Policy Statement. The rent setting rules contained in the Rent Policy Statement are complex, and providers should ensure that they fully understand how these rules apply to them, taking legal advice where necessary. We cannot interpret government policy for providers.

Units of temporary social housing should also be included in every part of the SDR which asks for information on the relevant unit type. For example: a unit of temporary general needs social housing should be included in figures for general needs stock and a unit of temporary Supported Housing social housing should be included in figures for Supported Housing stock.

## Tenant

A tenant is someone who lives in a property belonging to the provider and holds a tenancy, lease or licence.

## Unit

Where the SDR refers to units, this means units of housing. Providers should only include units of housing and should not include garages, common areas or any former housing units currently used for non-housing purposes such as office space. Additionally, units occupied by staff should not be included unless the staff member has a tenancy that is independent of their employment.

## Universal Credit

Questions relating to eligible and ineligible service charges apply equally to tenants on Housing Benefit or Universal Credit. For the purposes of completing the rent questions, Housing Benefit and Universal Credit should be treated as being interchangeable.

## Unregistered Entity

Any organisation or body that is not registered with the Regulator of Social Housing.

## Vacant stock

Units in the following states would be considered to be available for letting:

- First let and ready for immediate occupation



- Re-let and ready for immediate occupation
- To be let or re-let after minor repairs, or normal maintenance and redecoration work between lets
- The previous tenant or licensee is no longer being charged rent and no works are required before a new tenant can move in
- Handed over from a contractor, development section or maintenance section on completion of works, for new letting or re-letting, and is in a satisfactory condition for letting.

Units would not be considered available for letting:

- Awaiting improvement, conversion, repair or other works
- Undergoing improvement, conversion, repair or other works
- Awaiting sale
- Unauthorised occupation
- Waiting to be demolished

Additionally, a unit can only be considered as being available for letting if it can be freely let by the provider.

## **Voluntary Right to Buy**

Questions relating to Voluntary Right to Buy should only be completed by providers who are part of the official pilot schemes for this policy.

## **Weighted average rents and service charges**

All rent and service charge figures reported in the SDR must be stated as weighted averages. To calculate rent figures as a weighted average, first add together all of the rents charged as at 31 March 2023 for a given property type and size in an LA to get the total rent collected. This figure should then be divided by the total number of units of that property type and size in that LA. The same process should be followed to calculate weighted average formula rents and service charges.

Care should be taken to ensure that the correct units are used when dividing the total. For example, when calculating the average service charge eligible for housing benefit, the total service charge should be divided by the number of units that have a service charge eligible for housing benefit.

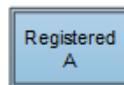


## Change history

<b>Version 1.0</b>	<b>March 2023</b>
	Initial release.

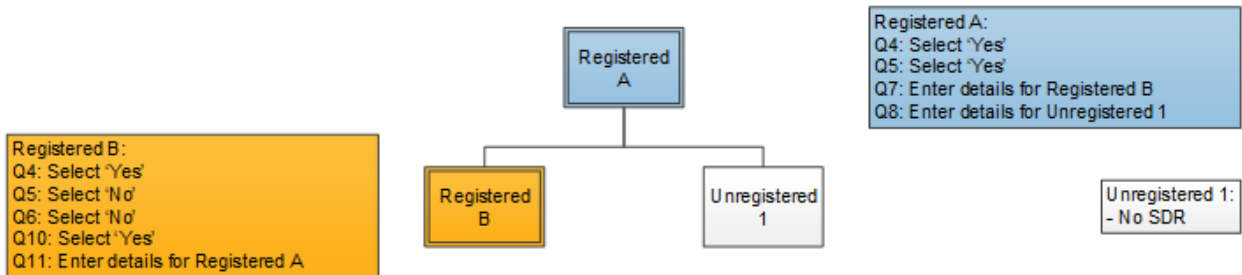
## Annex A – Recording group structures

### Non-group registered provider

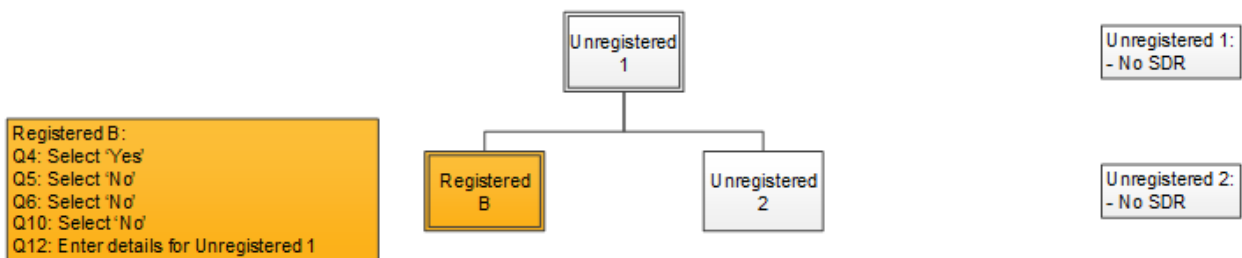


Registered A:  
Q4: Select 'No'

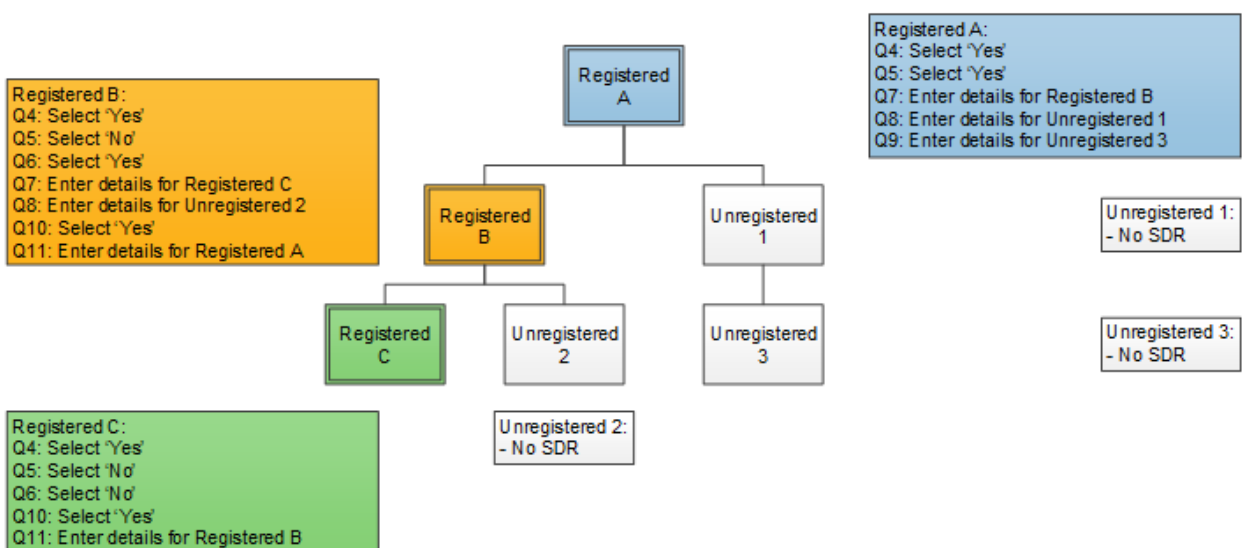
### Two tier group with registered parent



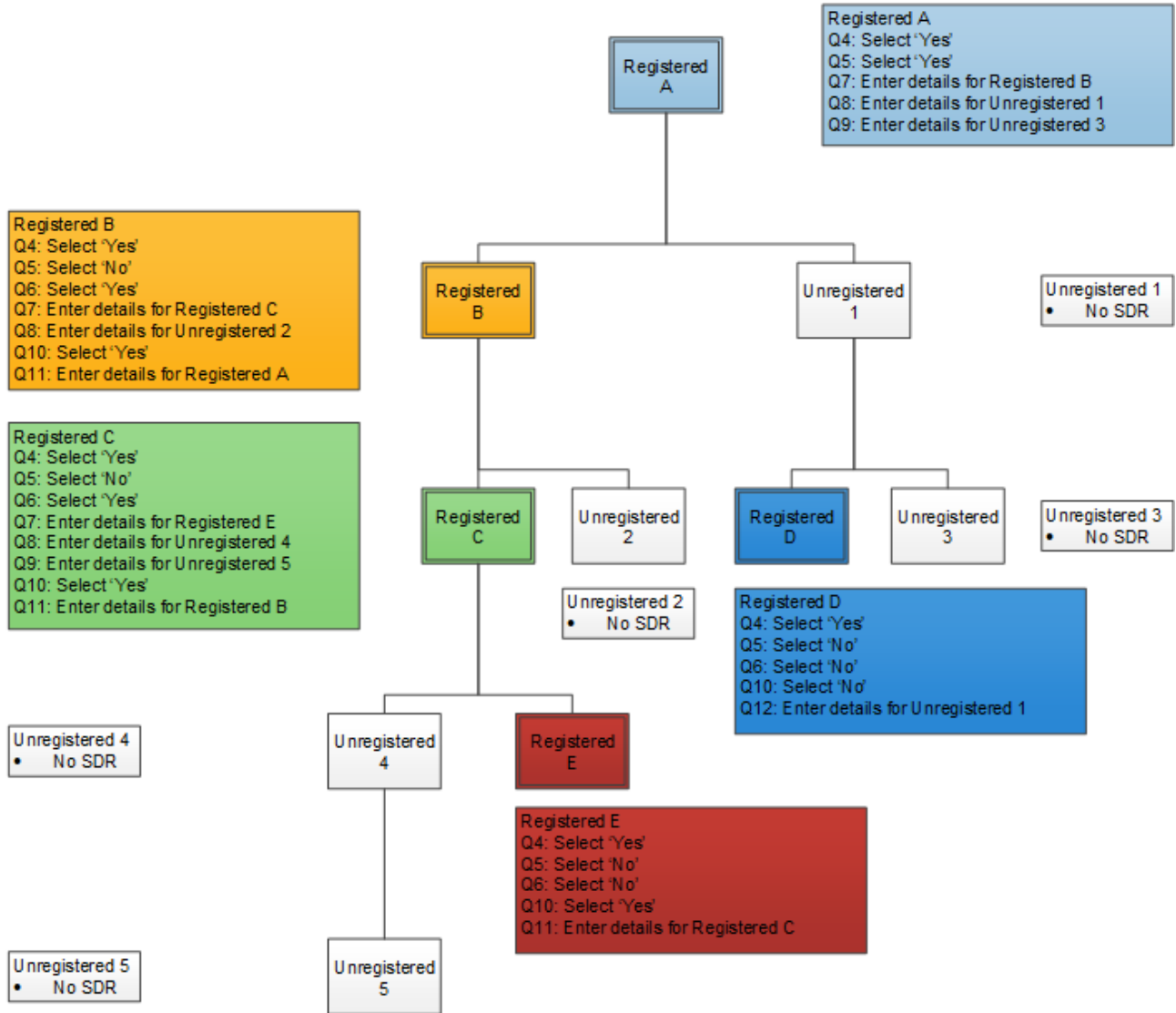
### Two tier group with unregistered parent



### Three tier group with registered parent

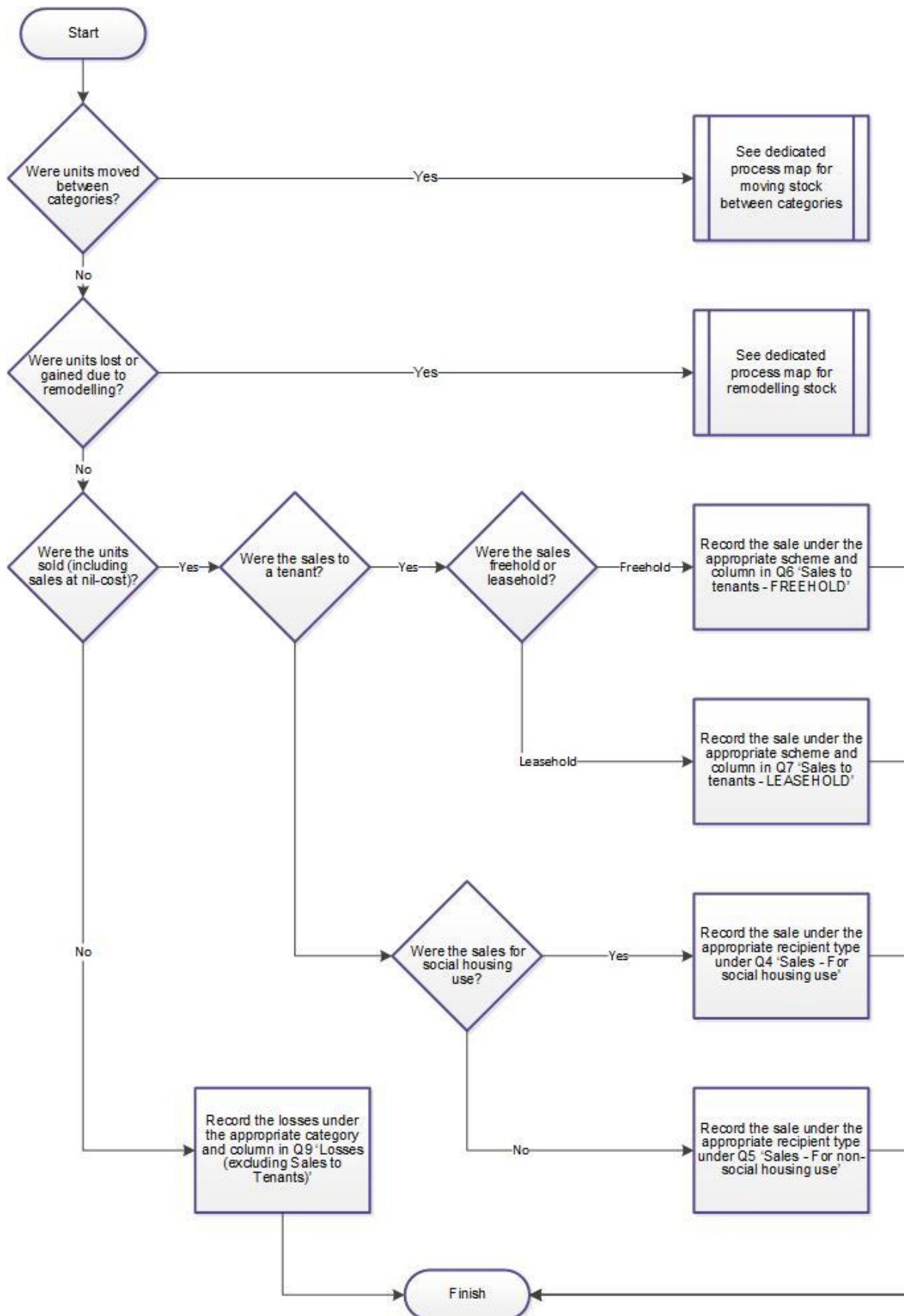


Complex group with registered parent

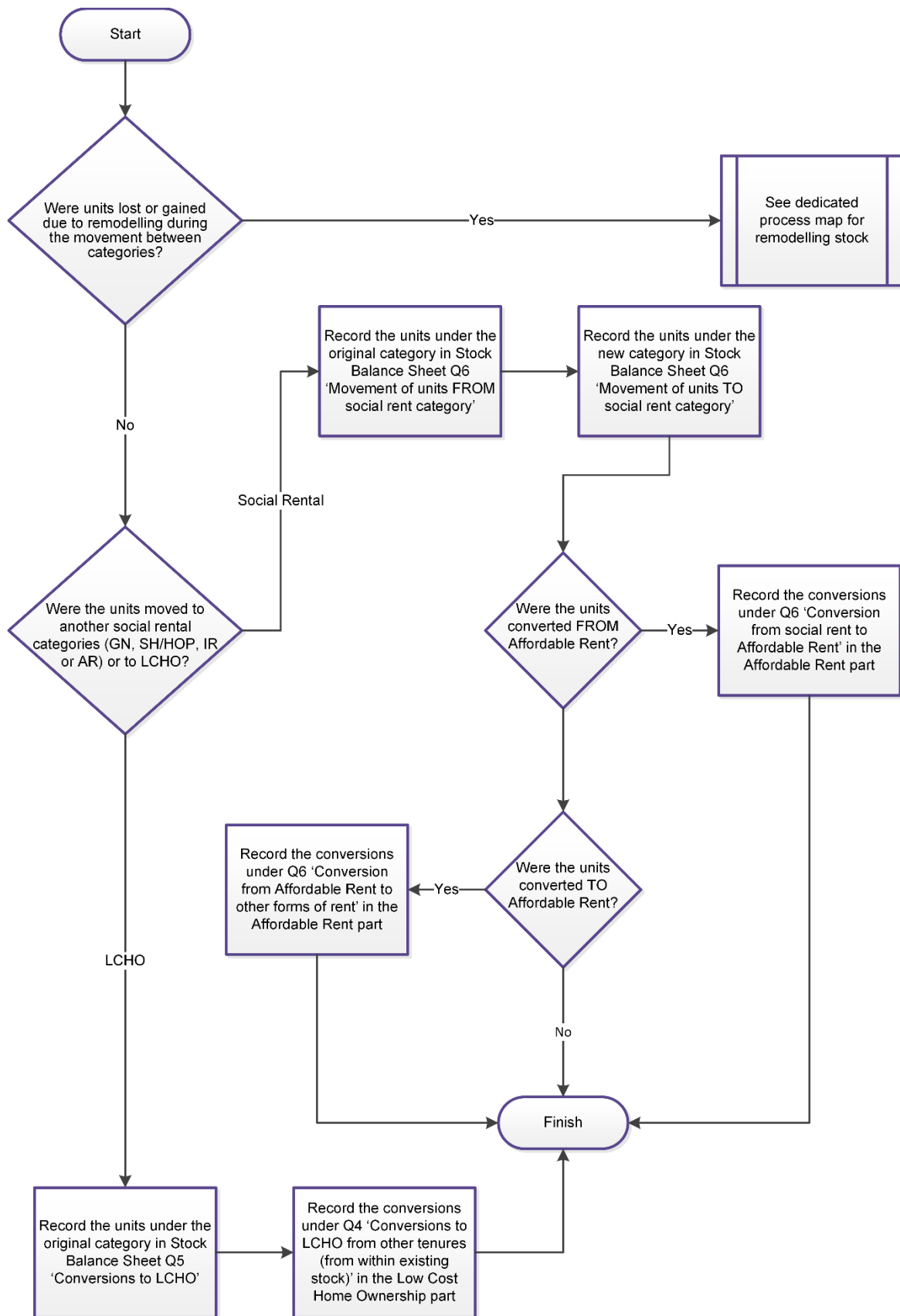


## Annex B – Stock balance sheet worked examples

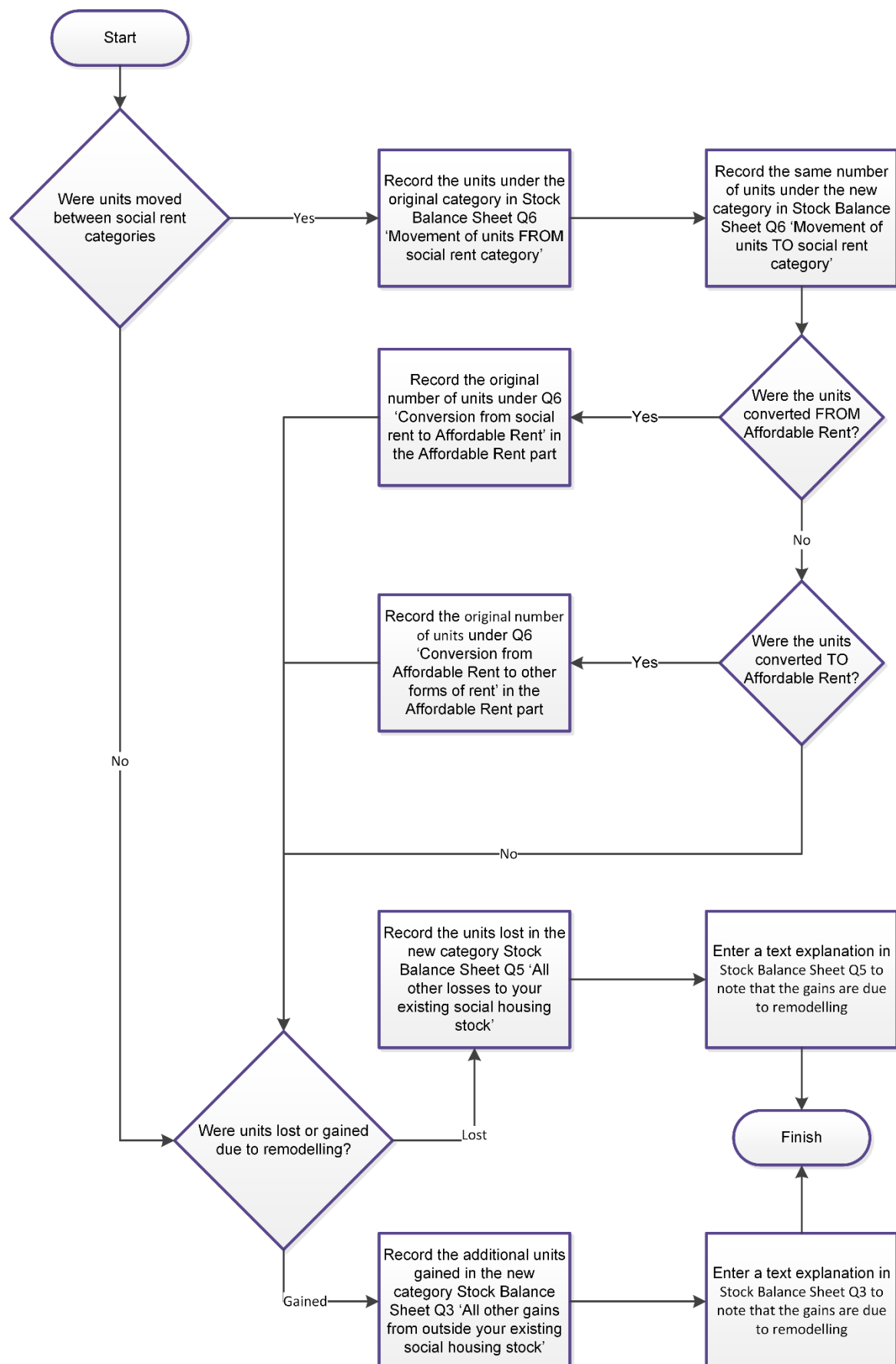
### Recording losses of low cost rental stock



## Moving social low cost rental stock between categories

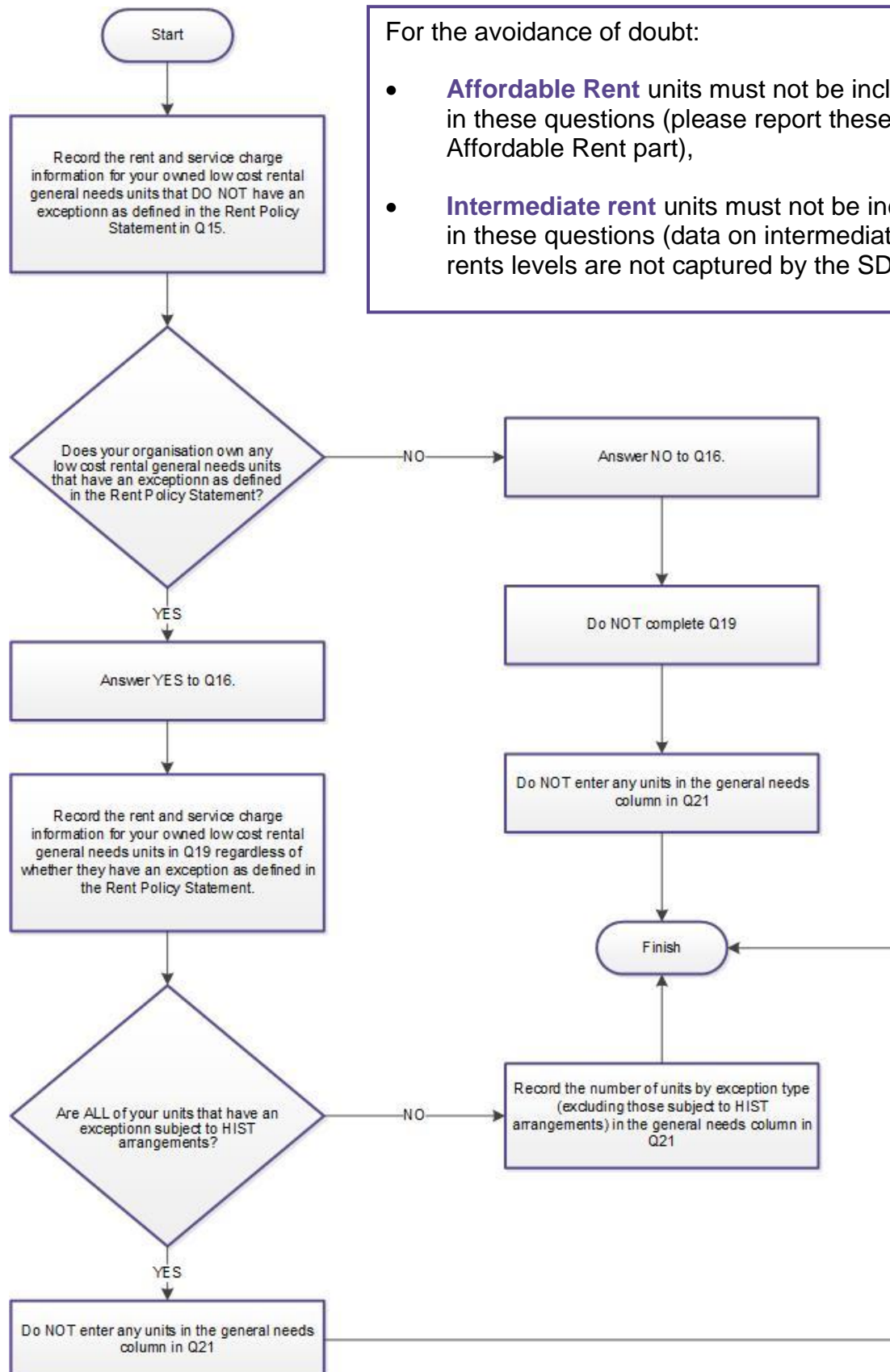


## Remodelling low cost rental stock



## Annex C – Rent recording examples

Recording general needs rents and service charges in the Low cost rental and rents part

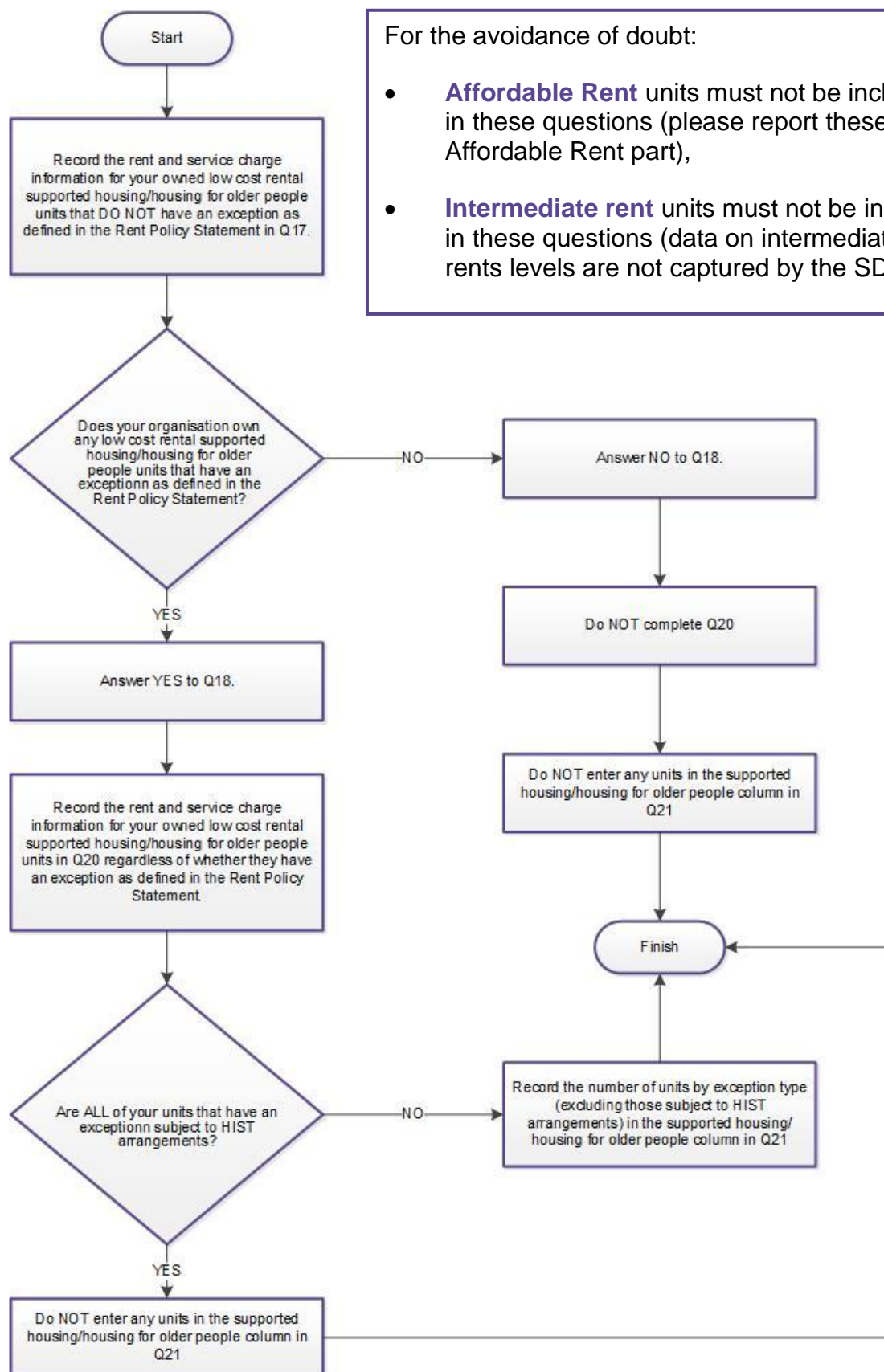


For the avoidance of doubt:

- **Affordable Rent** units must not be included in these questions (please report these in the Affordable Rent part),
- **Intermediate rent** units must not be included in these questions (data on intermediate rents levels are not captured by the SDR).



## Recording social rental supported housing (including housing for older people) rents and service charges in the Low cost rental and rents part



For the avoidance of doubt:

- **Affordable Rent** units must not be included in these questions (please report these in the Affordable Rent part),
- **Intermediate rent** units must not be included in these questions (data on intermediate rents levels are not captured by the SDR).



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**The Regulator of Social Housing regulates registered providers of social housing to promote a viable, efficient and well-governed social housing sector able to deliver and maintain homes of appropriate quality that meet a range of needs.**