

## Annex 7: Monitoring information

### Mid Market Rent information log form

#### What is the Mid Market Rent sales log form?

The log form is used by the Scottish Government to collect information about people who have taken tenancies in the new Mid Market Rent initiative. This information will be of benefit in the revaluation of the grant that will be undertaken some time after the grant has been launched.

**PART A** Records details of the home and is completed by the registered social landlord subsidiary.

**PART B** Records information about the new tenant (of the house and their household). **The RSL's subsidiary must ensure that this part of the form is completed and returned to the Scottish Government within fourteen days of the tenancy agreement being signed..**

**PART C** Records information about the named tenants of the house and is completed by **each** named tenant.

#### How long will it take to complete the form?

**Each part of the form should take only a few minutes to complete.**

#### What happens to the answers?

The answers are only for the use of the Scottish Government and its representatives and will not be passed on to any other third party. All of the answers given will be treated in the strictest confidence.

#### For tenants:

By completing and returning this form to the Scottish Government you:

- confirm that you understand that the Scottish Government will use the information contained in this questionnaire for the purposes of collecting and evaluating information about how this new grant has achieved its purpose

- acknowledge and explicitly give your consent to the Scottish Government (and anyone who they may authorise) processing your personal data, including any Sensitive Personal Data as defined in the Data Protection Act 1998, for the purposes referred to above. ('Sensitive Personal Data' is information concerning your racial or ethnic origin, political opinions, religious, philosophical or similar beliefs, trade union membership, physical or mental health, sexual life, commission of criminal offences and/or involvement in criminal proceedings); and
- acknowledge and explicitly give your consent to the Scottish Government (and anyone who they may authorise) potentially contacting you in the future to seek your views about the Mid Market Grant.

The Scottish Government, their representatives, and the registered social landlord will process all personal data, including any Sensitive Personal Data, in accordance with the terms of the Data Protection Act 1998 and only insofar as is necessary for or in connection with any of the purposes referred to above.

Under the Data Protection Act 1998, you have the right to request a copy of the information we hold about you. We may charge an administrative charge for each request. You also have the right to request correction of any incorrect information.

**Thank you for your co-operation**

## Part A The house which has been let

**A1** Name of registered social landlord subsidiary \_\_\_\_\_

**A2** House address and post code details must be included

Number \_\_\_\_\_ Street name \_\_\_\_\_

Town \_\_\_\_\_ Local authority \_\_\_\_\_

Post code \_\_\_\_\_

**A3** Please list the number of: Bedrooms \_\_\_\_\_

**A4** Bedspaces \_\_\_\_\_

(please count a single room as 1 bedspace, a double room as 2)

**A5** Rooms \_\_\_\_\_

(enter the number of rooms in the dwelling (excluding the kitchen, bathrooms and hall))

**A6** Is the property:

a flat ☐ terraced ☐ semi-detached ☐

detached ☐ other ☐

**A7** What is the tenancy status:

Joint ☐ Shared ☐ Sole ☐

**A8** Is this a New Let or Re-Let:

New Let ☐ Re-Let ☐

**A9** Term (duration) of Tenancy:

**A10** Basic Rent Charged:

£

**A11** Service Charges (If applicable):

£

**A12** Other Charges (If applicable):

£

**A13** Rent Period:

Weekly

☐

Fortnightly

☐

Four Weekly

☐

Calendar Month

☐

Other

☐

**A14** Is this a:

48 Week Year

☐

50 Week Year

☐

52 Week Year

☐

Other

☐

**A15** Weeks available for Rent if known:

**A16** Date of Letting:

Day

Month

Year

**Name of contact person**

**Signature**

**Part B Household details***(to be completed by one named tenant on behalf of the household)***B1** How many people live permanently in your household? \_\_\_\_\_**B2** What are their ages, sex and the applicable occupation category (listed 1–8)?

The 8 categories are:

- |   |                   |   |   |   |                        |
|---|-------------------|---|---|---|------------------------|
| 1 | Working full-time | 2 | Working part-time   | 3 | Unemployed             |
| 4 | Retired           | 5 | Long-term sick or disabled                                  | 6 | Looking after the home |
| 7 | Dependent child   | 8 | Other (including students or those on a training programme) |   |                        |

Person number	Age	Sex	Occupation category (1–8)
<b>Example</b>	<b>30</b>	<b>M</b>	<b>1</b>
<b>First named tenant</b>			
<b>Person 2</b>			
<b>Person 3</b>			
<b>Person 4</b>			
<b>Person 5</b>			
<b>Person 6</b>			
<b>Person 7</b>			
<b>Person 8</b>			

**B3** Why did you decide to rent this property?

(Tick all questions noting whether each reason was **very** important, **quite** important or **not** important to you.)

Reasons	Very important	Quite important	Not important
To get a better house than my last house			
Size of the house was right			
The rental charge was affordable			
Setting up home for the first time			
The house was in an area I/we liked			
To live near family/ friends			
To look for/be close to work			
Previous home was unsuitable			
Left previous home for personal reasons			
Other (please specify)			
Don't wish to comment			

**B4** Please can you tell us your annual gross **household** income before tax?

Under £5,000	<input type="checkbox"/>	£5,000 – £10,000	<input type="checkbox"/>
£10,001 – £15,000	<input type="checkbox"/>	£15,001 – £20,000	<input type="checkbox"/>
£20,001 – £25,000	<input type="checkbox"/>	£25,001 – £30,000	<input type="checkbox"/>
£30,001 – £35,000	<input type="checkbox"/>	Over £35,000	<input type="checkbox"/>



**Part C    Named tenant details**  
*(to be completed by each named tenant)*

**C1**      Which of the following describes the ethnic group to which you belong?

*First named tenant*

White	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>
Black – Caribbean	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Black – African	<input type="checkbox"/>	Other – Asian	<input type="checkbox"/>
Black – Other	<input type="checkbox"/>	Mixed race	<input type="checkbox"/>
Indian	<input type="checkbox"/>	Other	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>	Don't know/ don't wish to comment	<input type="checkbox"/>

*Second named tenant*

White	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>
Black – Caribbean	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Black – African	<input type="checkbox"/>	Other – Asian	<input type="checkbox"/>
Black – Other	<input type="checkbox"/>	Mixed race	<input type="checkbox"/>
Indian	<input type="checkbox"/>	Other	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>	Don't know/ don't wish to comment	<input type="checkbox"/>

**C2**

Do you consider your household to be racially mixed?

Yes

No

Don't know

No comment

**C3**

Do you consider that you have a disability? (Under the Disability Discrimination Act 1995, a person is described as having a disability if they have 'a physical or mental impairment which has a substantial and long-term adverse effect on his ability to carry out normal day-to-day activities'.)

*First named tenant*

Yes

No

Don't know

No comment

*Second named tenant*

Yes

No

Don't know

No comment

**C4**

*Have you left the Armed Forces in the past year?*

*First named tenant*

Yes

☐

No

☐

*Second named tenant*

Yes

☐

No

☐



**C5**

What kind of accommodation were you living in before letting this property?

***First named tenant***

A house or flat you were renting (If you rented, go to question C6. If not, go to C7.) ☐

A house or flat you owned or were paying a mortgage on ☐

Living with parents/relatives ☐

Living with friends (where you were not renting) ☐

Other (please specify) ☐

***Second named tenant***

A house or flat you were renting (If you rented, go to question C6. If not, go to C7.) ☐

A house or flat you owned or were paying a mortgage on ☐

Living with parents/relatives ☐

Living with friends (where you were not renting) ☐

Other (please specify) ☐

**C6** If you lived in rented accommodation, who was your landlord?

***First named tenant***

The Council ☐ Private landlord ☐

Housing association/  
co-operative ☐ Your employer (excluding  
the Ministry of Defence) ☐

No comment ☐ Your employer (the  
Ministry of Defence) ☐

***Second named tenant***

The Council ☐ Private landlord ☐

Housing association/  
co-operative ☐ Your employer (excluding  
the Ministry of Defence) ☐

No comment ☐ Your employer (the  
Ministry of Defence) ☐

**C7** In which country was your permanent address when you let this property?

***First named tenant***

Scotland ☐ Go to C8a

Elsewhere in the ☐ Go to C8b  
UK

Outwith the UK ☐

***Second named tenant***

Scotland ☐ Go to C8a

Elsewhere in the ☐ Go to C8b  
UK

Outwith the UK ☐

**C8a** What was your previous **full** post code?

*First named tenant*

\_\_\_\_\_

*Second named tenant*

\_\_\_\_\_

**C8b** In which local authority area did you live?

*First named tenant*

\_\_\_\_\_

*Second named tenant*

\_\_\_\_\_

**C9** Were you on a waiting list when you let this property?

*First named tenant*

Council

☐

Housing association/  
co-operative

☐

Common housing list

☐

Not on a waiting list

☐

Refused to comment

☐

Don't know

☐

*Second named tenant*

Council

☐

Housing association/  
co-operative

☐

Common housing list

☐

Not on a waiting list

☐

Refused to comment

☐

Don't know

☐

**Please return this form to your Registered Social Landlord subsidiary.**

**Thank you for filling out this form.**

