

Annex E

Standard form of monthly report

Administering Agent
or subsidiary (“Registered
Social Landlord”)

Financial year:

Date of report:

Application forms issued and returned – by local authority area

Local authority area	Total number of application forms issued	Total number of fully completed application forms returned (including fully completed application forms returned from those living in the social rented sector)	Total number of fully completed application forms returned from those living in the social rented sector
Total			

Passport letters issued – in each local authority area by apartment size

Local authority area	Apartment size	Total number of passport letters issued (including passport letters issued to those living in the social rented sector)	1. Total number of 'live' passport letters⁹ (including 'live' passport letters to those living in the social rented sector)	Total number of passport letters that have expired (including passport letters that have expired to those living in the social rented sector)
Local authority area 1 (specify)	2			
	3			
	4			
	5			
	6			
	7			
Local authority area 2 (specify)	2			
	3			
	4			
	5			
	6			
	7			
Local authority area 3 (specify) etc	2 (etc)			
Total				

⁹ The total number of 'live' passport letters should exclude property purchases that have taken place.

Passport letters issued – in each local authority area by apartment size (continued)

Local authority area	Apartment size	Total number of passport letters issued to those living in the social rented sector	Total number of 'live' passport letters issued to those living in the social rented sector¹⁰	Total number of passport letters issued to those living in the social rented sector that have expired
Local authority area 1 (specify)	2			
	3			
	4			
	5			
	6			
	7			
Local authority area 2 (specify)	2			
	3			
	4			
	5			
	6			
	7			
Local authority area 3 (specify) etc	2 (etc)			
Total				

¹⁰ The total number of 'live' passport letters should exclude property purchases that have taken place.

Property purchases, purchase costs and grant received – in each local area¹¹ by apartment size

Local areas	Apartment size	Total number of purchases (including those from people previously living in the social rented sector)	Total number of purchases by those previously living in the social rented sector	Total number of purchases with the 'golden share'	Total purchase costs¹²	Grant received (including the Administering Agent's administrative costs)
Local area 1 (specify)	2					
	3					
	4					
	5					
	6					
	7					
Local area 2 (specify)	2					
	3					
	4					
	5					
	6					
	7					
Local area 3 etc (specify)	2 etc					
Total						

¹¹ The term 'local area' refers to the areas where individual maximum price ceilings have been set.

¹² The figure entered here should be the total price of properties purchased plus the Administering Agent's total administrative costs.

Capital receipts – in each local area¹³ by apartment size

Local areas	Apartment size	Total amount of capital receipts generated
Local area 1 (specify)	2	
	3	
	4	
	5	
	6	
	7	
	Local area 2 (specify)	2
3		
4		
5		
6		
7		
Local area 3 etc (specify)		2 etc
Total		

➤ Were any of these capital receipts generated through properties being repossessed? Yes/ No

If yes, how many properties have been repossessed? _____

Administering Agent declaration:	
We hereby certify that the information given above is true and complete.	
Signature:	_____
Date:	_____

¹³ The term ‘local area’ refers to the areas where individual purchase maximum price ceilings have been set.

Monthly Summary Report
Open Market Shared Equity Scheme - position as at _____

Administrative area	No. of application forms issued	No. of complete forms returned		No. of passport letters issued		No. of 'live' passport letters		No. of passport letters that have expired		Property purchases			
	Total	Total	Total social rented sector	Total	Total social rented sector	Total	Total social rented sector	Total	Total social rented sector	Total	Total social rented sector	Purchase costs	Total grant received
Edinburgh & the Lothians													
Edinburgh													
East Lothian													
Fife													
Midlothian													
Scottish Borders													
West Lothian													
Sub total													
Eilean Siar													
Eilean Siar													
Grampian													
Aberdeen City													
Aberdeenshire													
Moray													
Sub total													
Highland													
Highland													
Orkney													
Orkney													

Administrative area	No. of application forms issued	No. of complete forms returned		No. of passport letters issued		No. of 'live' passport letters		No. of passport letters that have expired		Property purchases			
		Total	Total social rented sector	Total	Total social rented sector	Total	Total social rented sector	Total	Total social rented sector	Total	Total social rented sector	Purchase costs	Total grant received
Shetland													
Shetland													
Tayside & Forth Valley													
Angus													
Clackmannanshire													
Dundee													
Falkirk													
Perth and Kinross													
Stirling													
Sub total													
West													
Argyll & Bute													
Dumfries & Galloway													
East Ayrshire													
East Dunbartonshire													
East Renfrewshire													
Glasgow													
Inverclyde													
North Ayrshire													
North Lanarkshire													
Renfrewshire													
South Ayrshire													
South Lanarkshire													
West Dunbartonshire													
Sub total													
Grand total													