

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)	Total number of 'live' passport letters ¹ (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			

¹ The total number of 'live' passport letters should exclude property purchases that have taken place.

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

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 sector ²	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			

² The total number of 'live' passport letters should exclude property purchases that have taken place.

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 sector ²	Total number of passport letters issued to those living in the social rented sector that have expired
	7			
Local authority area 3 (specify) etc	2 (etc)			
Total				

Property purchases, purchase costs and grant received – in each local area³ 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 costs ⁴	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					

³ The term 'local area' refers to the areas where individual maximum price ceilings have been set.

⁴ The figure entered here should be the total price of properties purchased plus the Administering Agent's total administrative costs.

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 costs ⁴	Grant received (including the Administering Agent's administrative costs)
	6					
	7					
Local area 3 etc (specify)	2 etc					
Total						

Capital receipts – in each local area⁵ 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

⁵ The term 'local area' refers to the areas where individual purchase maximum price ceilings have been set.

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:

Monthly Summary Report

Open Market Shared Equity Scheme – position as at:

	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
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