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

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

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

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

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

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

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

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

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

Property purchases, purchase costs and grant received – in each local area³ by apartment size

Local areas	Apartment	Total number of	Total number of	Total number	Total purchase	Grant received (including
	size	purchases (including	purchases by	of purchases	costs ⁴	the Administering Agent's
		those from people	those previously	with the		administrative costs)
		previously living in	living in the social	ʻgolden share'		
		the social rented	rented sector			
		sector)				
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	Total number of	Total number of	Total number	Total purchase	Grant received (including
	size	purchases (including	purchases by	of purchases	costs ⁴	the Administering Agent's
		those from people	those previously	with the		administrative costs)
		previously living in	living in the social	ʻgolden share'		
		the social rented	rented sector			
		sector)				
	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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Administrative area	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 forms	complete returned	No. of p letters is	assport ssued	No. of 'li passpor		No. of pathat hav	assport letters e expired	Property	y purchases	:	
Administrative area	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
Shetland													
Shetland													
Tayside & Forth Valley	/												
Angus													
Clackmannan-shire													
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												