



**Scottish Housing**  
Regulator

## **Advice note on updating figures in the Stock return**



# Advice note on updating figures in the Stock return

## Introduction

Landlords should supply the following information for each local authority in which it operates as at the end of the reporting year.

Portal users who have been granted access as a Stock User by their administration user have permission to record stock figures.

To update stock figures, navigate to the Returns menu > Stock Returns and select "Edit" against the relevant local authority area of operation.

Once all figures have been complete, validation errors cleared and relevant comments added, hit "Submit" on the approval screen which will commit the Stock return to the system and mark it as read-only.

## Definitions

The following definitions can be used for the stock information related to each local authority area in which the landlord operates:

### Self-contained and non-self-contained units/bedspaces

A self-contained unit is accommodation where the household has exclusive use of all rooms including the kitchen and bathroom facilities.

A non-self-contained unit is accommodation where households do not have exclusive use and have some communal facilities, for example shared kitchen and bathroom facilities.

### Stock by provision type

<b>Definitions</b>	<p>The information is to be supplied for all stock wholly owned by the landlord whether lettable, unlettable, or leased elsewhere at each local authority level (including stock owned outside Scotland) as at the end of the reporting year.</p> <p><b>General needs</b> Properties for people who have no special needs that have to be met by features of the layout, fixtures, fittings, or location of their home. This is sometimes also referred to as mainstream. This definition includes housing occupied by single parent families and barrier free accommodation.</p> <p><b>Sheltered</b> Properties where the main form of support is a warden service and / or an emergency call service, connecting each house to a warden system.</p> <p><b>Very sheltered</b> Properties which generally have all the features of sheltered housing but will usually have special bathroom facilities as well. There will also be a greater level of care and support offered through the service of extra wardens, full-time carers or domiciliary assistance and the provision of at least one meal a day.</p> <p><b>Sheltered wheelchair housing</b> The design is adapted to wheelchair standards but also has the features listed above for sheltered housing. It is for older people confined to wheelchairs, rather than for other such disabled people.</p> <p><b>Amenity housing</b> Also known as Medium dependency housing. Properties' design based on the standards of general needs housing but with the addition of other features of the above sheltered housing definition.</p>
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	<p><b>Community alarm</b> A system of alarms in more than one special needs house that is linked to a central point. This is either manned or temporarily supervised, or connected via a telephone link-up to a point where a response to a distress call can be guaranteed.</p> <p><b>Wheelchair housing</b> Properties built or adapted to give extra floor area, whole house heating, special features in the bathroom and kitchen, and other features.</p> <p><b>Ambulant disabled</b> Properties for people who have disabilities but are not confined to wheelchairs. Such accommodation is built or adapted to general needs housing standards but with a level or a ramped approach, a WC and bathroom at entrance level, and other special features.</p> <p><b>Other specially adapted</b> Dwellings with other adaptations, for example the installation of renal dialysis equipment, should be included here if information is available.</p> <p><b>Leased elsewhere</b> This includes properties owned by the landlord but leased to other organisations e.g. Social Work Departments; or leased to a subsidiary for mid-market rent.</p>
<p><b>Inclusions/ exclusions</b></p>	<p><b>Do not include:</b></p> <ul style="list-style-type: none"> <li>• self-contained and non self-contained stock owned that is not used for social rent (e.g. guest rooms as part of a sheltered complex);</li> <li>• warden's accommodation or tied properties as general needs self-contained dwelling units;</li> <li>• property jointly owned with other organisations or individuals; and</li> <li>• property managed but not owned by the landlord.</li> </ul> <p><b>Ensure to include:</b></p> <ul style="list-style-type: none"> <li>• all accommodation, owned by the landlord but managed by a voluntary group or by another organisation;</li> <li>• units intended for improvement for sale which may or may not be lettable; and</li> <li>• all HRA stock (LAs only).</li> </ul>

Stock by apartment size, average weekly rent, low demand, used for temporary accommodation and unlettable

<p><b>Definitions</b></p>	<p>The information is to be supplied for all stock wholly owned by the landlord at each local authority level (including stock owned outside Scotland) as at the end of the reporting year.</p> <p><b>Apartment size</b> This is based on the count of the number of bedrooms and living/dining rooms. Kitchens, bathrooms, toilets and utility rooms are not counted (e.g. a 1-apt is a bed-sit, a 2 apt is one-bedroom dwelling with a living room, and a 3-apt is 2-bedroom dwelling with a living room etc).</p> <p><b>Lettable</b> These are properties let or available for let and includes all</p> <ul style="list-style-type: none"><li>• dwellings owned and managed by the landlord; and</li><li>• dwellings owned by the landlord but managed by a voluntary group or by another.</li></ul> <p>Lettable stock does not include:</p> <ul style="list-style-type: none"><li>• stock managed by the landlord on behalf of another body;</li><li>• any properties originally developed for partial or outright sale (for example, improvement for sale, shared ownership, shared equity, equity sharing);</li><li>• properties held for use as decants (which should be included as unlettable stock).</li><li>• wardens' and caretakers' accommodation, tied housing.</li></ul> <p><b>Average weekly rent</b> This is the average weekly rent charged (including service charges or other charges) for all social rented properties <b>let or available for let</b> during the reporting year.</p> <p>The landlord will calculate the average weekly rent per apartment size applying the following calculation:</p> <p>For each apartment size, the total annual rent for all dwellings divided by 52 (to give the total weekly rent) and divided by the total number of dwellings let or available for let.</p> <p>The landlord will calculate the average weekly rent for non self-contained bedspaces by applying the following calculation:</p> <p>The total annual rent for non self-contained bedspaces divided by 52 (to give the total weekly rent) and divided by the total number of bedspaces let or available for let.</p>
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**Low demand**

A low demand property (empty or occupied) is a property where one or more of the following symptoms are exhibited:

- Generally a small or non-existent waiting list for the property.
- Tenancy offers on a dwelling are frequently refused for reasons other than personal reasons.
- Higher than normal rates of tenancy turnover for a property in an area.
- When considering if a property is low demand the following guidance should be taken into account:
- The definition of a low demand property relates to an individual
- dwelling (i.e. house, flat, apartment, tenement, etc.). Note: if a complete group of dwellings is identified as low demand, the total number of dwellings must be counted.
- A small or non-existent waiting list is determined by comparing the number of applicants on the waiting list for the property against the number of applicants on the waiting lists for other properties in the same letting area (i.e. the definition of 'small' may vary across each letting area and is to be determined by each organisation. It must be noted that there might be small or non-existent waiting lists for properties that are not low-demand. This may be due to the fact that there is little turnover for a property, which may act as a deterrent for applicants).
- Tenancy offers 'frequently refused' is defined as applying to properties where the offer of a tenancy is refused 3 or more times before it is let. In considering this definition the reasons for refusal must be for reasons other than personal reasons. 'Personal reasons' are defined as a non-property or letting area related reason.
- 'Higher than normal rates of tenancy turnover' is defined as a property with a higher rate of tenancy turnover than the average for the letting area to which it belongs plus 3 (i.e. if the average tenancy turnover for the area is 2 then a property which has had a turnover of 5 tenancies in the reporting year would be higher than normal).
- An 'area' is defined as each letting area within the landlord's stock.

Low-demand properties that are not actively being re-let must be subject to a Council/Committee decision that they are not to be let because they are surplus to long-term requirements, and a disposal strategy to transfer, dispose of, demolish or reconfigure the properties is in place.

	<p><b>Unlettable</b> Unlettable stock refers to properties that are not actively being re-let and are subject to a committee's decision that they are not to be let because:</p> <ul style="list-style-type: none"> <li>• they are surplus to long-term requirements, and a disposal strategy to transfer, dispose of, demolish or reconfigure the properties is in place; or</li> <li>• the properties are being held for decant purposes.</li> </ul> <p><b>Temporary accommodation</b> Temporary accommodation is the type of accommodation made available to a homeless applicant for a limited period of time in order to:</p> <ul style="list-style-type: none"> <li>• give the landlord time to investigate and assess a homeless application;</li> <li>• give the applicant a reasonable opportunity to find alternative accommodation for him or herself;</li> <li>• give the landlord a reasonable opportunity to find permanent accommodation for the applicant.</li> </ul>
<p><b>Inclusions/ exclusions</b></p>	<p><b>Do not include:</b></p> <ul style="list-style-type: none"> <li>• self-contained and non self-contained stock owned that is not used for social rent (e.g. guest rooms as part of a sheltered complex);</li> <li>• warden's accommodation or tied properties;</li> <li>• property jointly owned with other organisations or individuals; and</li> <li>• property managed but not owned by the landlord.</li> </ul> <p><b>Ensure to include:</b></p> <ul style="list-style-type: none"> <li>• all accommodation, owned by the landlord but managed by a voluntary group or by another organisation;</li> <li>• units intended for improvement for sale which may or may not be lettable; and</li> <li>• all HRA stock (LAs only).</li> </ul>
<p><b>SHR Calculation</b></p>	<p>The overall average weekly rent is calculated as:</p> $\frac{[(1\text{Apt rent} \times 1\text{Apt units}) + (2\text{Apt rent} \times 2\text{Apt units}) + (3\text{Apt rent} \times 3\text{Apt units}) + (4\text{Apt rent} \times 4\text{Apt units}) + (5\text{Apt rent} \times 5\text{Apt units})]}{(\text{sum all units})}$ <p>And using sample figures can be illustrated as:</p> $\frac{[(47.53 \times 19) + (59.54 \times 671) + (66.59 \times 799) + (72.57 \times 445) + (81.34 \times 59)]}{(19 + 671 + 799 + 445 + 59)}$ $= \frac{131,152.53}{1993}$ $= \text{£}65.81$

## Stock by age and dwelling type

<b>Definitions</b>	<p>The information is to be supplied for all self-contained properties (lettable and unlettable) wholly owned by the landlord at each local authority level (including stock owned outside Scotland) as at the end of the reporting year.</p> <p><b>Age bands</b> The age bands are tied to Building regulations and used to indicate significant changes in construction and materials in terms of house construction.</p> <ul style="list-style-type: none"><li>• Pre 1919</li><li>• 1919 - 1944</li><li>• 1945 - 1964</li><li>• 1965 – 1982</li><li>• Post 1982</li></ul> <p><b>Dwelling</b> A dwelling is a building or part of a building which forms a separate and self-contained set of premises designed to be occupied by one household.</p> <p><b>House</b> A house is a dwelling divided vertically from every other dwelling and with its main access from ground level. Include detached, semi-detached and terraced houses.</p> <p><b>High rise</b> A high rise is a dwelling in a building of five storeys or more with a lift.</p> <p><b>Tenement flat</b> A tenement flat is a dwelling in a building of two or more floors containing two or more flats with shared access.</p> <p><b>Four in a block</b> A four in a block dwelling (that is, a cottage flat) is a building that contains four flats, each with their own access.</p> <p><b>Flat</b> A flat is a dwelling on one floor, forming part of a building from some other part of which it is divided horizontally.</p> <p><b>Maisonette</b> A maisonette is a dwelling on more than one floor, forming part of a building from some other part of which it is divided horizontally.</p>
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**Inclusions/  
exclusions**

**Do not include:**

- stock owned that is not used for social rent (e.g. guest rooms as part of a sheltered complex);
- warden's accommodation or tied properties;
- property jointly owned with other organisations or individuals; and
- property managed but not owned by the landlord.

**Ensure to include:**

- all accommodation, owned by the landlord but managed by a voluntary group or by another organisation;
- units intended for improvement for sale which may or may not be lettable; and
- all HRA stock (LAs only).

## Stock partly owned and non-housing units

<b>Definitions</b>	<p>The information is to be supplied for all relevant properties at each local authority level (including stock owned outside Scotland) as at the end of the reporting year.</p> <p><b>Units partly owned</b> These refer to units where the landlord has a continued financial stake in a property. This includes the Scottish Government “Low Cost initiative for First Time Buyers” (LIFT).</p> <p>These include:</p> <ul style="list-style-type: none"><li>• The New Supply Shared Equity scheme to allow first time buyers to buy a new build property either from a housing association or a private developer.</li><li>• The New Supply Shared Equity with Developers scheme allows first time buyers to buy a new build property from a developer.</li><li>• The Open Market Shared Equity scheme to allow first time buyers to buy a property on the open market.</li><li>• Shared ownership, where a share of the property is sold to the occupier and the remaining portion is rented from the landlord.</li><li>• Properties where a Landlord owns a partial stake which are not part of LIFT e.g. joint partnerships between RSLs and local authorities or other voluntary organisations.</li><li>• cases where the stake left in the property is held by either the landlord or Scottish Ministers.</li></ul> <p>Do not include:</p> <ul style="list-style-type: none"><li>• properties where the purchaser has staircased to 100% ownership during the year.</li></ul> <p><b>Non housing units</b> This includes garages/lock-ups, shops, offices, commercial premises and any other types of non-housing units.</p>
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