

Appendix 2

The below extract has been taken from Housemark's performance indicator definitions, detailing the formula used for all reporting on void re-let times prior to March 2023.

Definition:

The time in calendar days from the date when the tenancy is terminated up to and including the date when the new tenancy agreement starts. Where a notice has been served, the tenancy will not count as terminated until the notice period has ended and the Local Authority has possession of the property.

Exclude properties:

- Let through mutual exchanges
- Undergoing 'major works
- The council intends to sell or demolish.

A void should be classed as a 'major works' void only if an existing tenant would have had to be decanted in order for the works to take place.

Major works means:

- Structural works – which included .doors/walls/roofs.
- Site works to remedy the safety and security of tenants (Asbestos removal etc).
- Works to basic amenities (gas/electricity/heating) only where lacking.
- Consequential works as a result of major works.
- Fire and Flood.

The void period will start from the date that the works are completed. When a void dwelling is squatted, the void period should only be counted once the Authority has regained possession of the property. When a void dwelling is taken over by the police etc, the void period up to when it is taken over should not be counted. The void period after the dwelling is handed back to the Authority should be counted provided the dwelling is not subject to major works. Where the Home Office takes over a property to use for asylum seekers the void period ends when the Home Office becomes responsible for the rent regardless of whether it is occupied or not.