

Housing Data Specification – Private Sector

Requirements:

- Data should only be provided in relation to residential properties. Do not submit data for garages, sheds, etc.
- Data should be provided for all named tenants i.e. first named tenants, joint tenants or other tenants. Do not provide data relating to dependents.
- In order to ensure that the submission of data using the DFU facility is as straightforward as possible data should be uploaded in two separate files:
 1. Current named tenants including those where a right to buy purchase is in progress; and
 2. Former tenants who completed a right to buy application between 1 April 2019 to the date of extract (30 September 2022) or as a minimum 1 April 2022 to date of extract.

1. Current Tenants (including those where the right to buy purchase is in progress)

Field name	Data format	Comments
Tenant Status Flag	Character	Insert a flag to indicate where the tenant is first named tenant or other. 'F' for first named or joint tenant, 'O' for 2nd, 3rd, etc. named tenant.
Surname	Character	
Forename(s)	Character	Please ensure you capture any middle name(s) or initial(s). You can provide this in a separate 'Middle name(s) or middle initial(s)' field or in the 'Forename(s)' cell if preferred.
Middle Name(s) or Middle Initial(s)	Character	
Address line 1	Character	Where the address is a permanent address.
Address line 2	Character	
Address line 3	Character	
Address line 4	Character	
Postcode	Character	
Home Telephone Number	Character	
Mobile Telephone Number	Character	
Email Address	Character	

Field name	Data format	Comments
Date of Birth	Date	
National Insurance Number	Character	
Number Living Permanently at Address	Numeric	
Tenant/Account Reference	Character	This uniquely identifies the person
Housing Benefit Reference	Character	Include the housing benefit reference if applicable
Right To Buy Flag	Character	Insert 'I' in this field to identify where a purchase is in progress (current tenant)
Right To Buy Application Stage	Numeric	Insert stage 1 to 11 in line with section 5 of DLUHC guidance on stages of a RTB application https://www.gov.uk/government/publications/your-right-to-buy-your-home-a-guide--2/your-right-to-buy-your-home-a-guide
Tenancy Start Date	Date	
Tenancy End Date	Date	Included as an independent check that only current tenants are included

2. Former tenants that have completed a right to buy purchase

Field name	Data format	Comments
Tenant Status Flag	Character	Insert a flag to indicate where the tenant is first named tenant or other. 'F' for first named or joint tenant, 'O' for 2nd, 3rd, etc. named tenant.
Surname	Character	
Forename(s)	Character	Please ensure you capture any middle name(s) or initial(s). You can provide this in a separate 'Middle name(s) or middle initial(s)' field or in the 'Forename(s)' cell if preferred.
Middle Name(s) or Middle Initial(s)	Character	
Address line 1	Character	Where the address is a permanent address.
Address line 2	Character	
Address line 3	Character	
Address line 4	Character	
Postcode	Character	

Field name	Data format	Comments
Home Telephone Number	Character	
Mobile Telephone Number	Character	
Email Address	Character	
Date of Birth	Date	
National Insurance Number	Character	
Tenant/Account Reference	Character	This uniquely identifies the person
Right To Buy Flag	Character	Insert 'C' in this field to identify where a purchase is complete (former tenant)
Right To Buy Application Stage	Numeric	Insert stage 1 to 11 in line with section 5 of DLUHC guidance on stages of a RTB application https://www.gov.uk/government/publications/your-right-to-buy-your-home-a-guide--2/your-right-to-buy-your-home-a-guide
Right To Buy Completion Date	Date	
Amount of Right To Buy Discount Awarded	Numeric	