

Housing data specification – Private Sector

Requirements:

- Data submitted should meet this data specification i.e. include all field names.
- Data should only be submitted via the Data File Upload (DFU) facility. This is the only acceptable method to supply data. If another submission method is used our policy is to inform the Senior Responsible Officer for the NFI within your organisation that data has been put at risk unnecessarily.
- 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 now 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 covering at least a three year prior to the date of extract (exact dates will be advised separately).

NFI DATA SPECIFICATION

Field name	Data format	Comments	Fields required	
			1	2
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	Revised - 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 ¹	Character	See note ¹ below	√	√
Mobile Telephone Number ¹	Character		√	√
Email Address ¹	Character		√	√
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 of applicable	√	
Right To Buy Flag	Character	Insert 'I' in this field to identify where a purchase is in progress (current tenant) under Right To Buy or a 'C' where the purchase is complete (former tenant)	√	√
Right To Buy Application Stage	Numeric	Insert stage 1 to 11 in line with DCLG guidance on stages of a RTB application (or you're the stages as per your local system)	√	√
Tenancy Start Date	Date		√	
Tenancy End Date	Date	Included as an independent check that only current tenants are included	√	
Right To Buy Completion Date	Date			√
Amount of Right To Buy Discount Awarded	Numeric			√

NFI DATA SPECIFICATION

¹ - These fields are collected for matching purposes only and will not be shown within any matches passed back to participants for review.