



Ministry of Housing,  
Communities &  
Local Government

# Database of rogue landlords and property agents

Quick Start Guide for Local Housing Authorities



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# Rogue Landlords Database – Quick Start Guide

## 1. Getting started

- Go to: <https://delta.communities.gov.uk/login>

### Login

To find out more about DELTA and how to obtain a user account please click [here](#)

User Name:

Password:

Login

If you are not able to remember your password click [here](#) to reset

## 2. To make an entry

Once you have logged on to DELTA, at the welcome screen, select: **“Submissions”**

And then select: **“Collection requests”**

DELTA Submissions  
Collection requests Data store  
ALPHA This is a new service - your feedback will help us to improve it.  
Test User/Leads  
**Submissions**  
If you wish to view your collection requests and submit data for a statistical data collection or for the purposes of grant payment, then select 'Collection Requests'. If you have permission, you can view submitted data in the Data Store.  
Collection requests  
Data store  
In the Data Store you can search for submitted data and select records to edit, download or export.

You should see “Rogue Landlords” under the list of collection requests you have been given permission to access.

Under the **“Actions”** heading select **“More”** and choose the option **“Provide data”** to access the data entry form.

Availability date	Submission deadline	Status	Actions
Jan 01, 2017	Dec 31, 2050	Live	More Provide data

## 3. Data collection form

The data collection form consists of three core elements:

### a) Individual/Organisation details

Use this part of the form to record the personal details of the person about whom the entry relates.

### b) Housing owned, let or managed

Use this part of the form to record information about landlords' and agents' properties.

### c) Offences

This part of the form is used to specify the reason for making the entry.

There are three options to choose from:

- 1) Banning order
- 2) Banning order offence
- 3) 2 or more civil penalties

Use only one option per entry.

Individual / Organisation details  
\* Date entry added dd/mm/yyyy  
Hiding or incorrect value  
\* Individual / Organisation Add company officer  
Organisation  Yes  No  
\* Organisation name Company Registration Number  
Person details  
\* Address line 1 \* Town  
County \* Personal Postcode  
\* Local authority area  
Please select:  
Email Telephone  
Click "Add Another" link below only if you have selected "Organisation" and want to add another "Company Officer".  
Add Another  
Housing owned, let or managed  
Property #  
\* Address line 1 \* Town  
County \* Property Postcode  
\* Local authority area Land Registry Number  
Please select:  
Unique Property Reference Number  
Add Another  
Offences  
\* Local authority area  
Please select:  
\* Date for removal dd/mm/yyyy  
Reason for entry:  
 Banning Order  
 Banning Order Offence  
 2 or more Civil Penalties

# Rogue Landlords Database – Quick Start Guide

## 4. Viewing entries

Title	Coll. instance	Submitted by	Updated by	Date updated	Status	Action
<a href="#">rogue-landlords-db-collection</a>	rogue-landlords-db-collection	TSO	tso-data-provider@malinator.com	Feb 06, 2018	saved	More ▾
<a href="#">rogue-landlords-db-collection</a>	rogue-landlords-db-collection	TSO	data-provider@rldb.co.uk	Dec 13, 2017	submitted	More ▾

Log on to DELTA  
Select: “**Submissions**”  
Select: “**Data store**”

Under the “**Action**” heading, select “**More**” and “**View form**”.

Title	Coll. instance	Submitted by	Updated by	Date updated	Status	Action
<a href="#">rogue-landlords-db-collection</a>	rogue-landlords-db-collection	TSO	tso-data-provider@malinator.com	Feb 06, 2018	saved	More ▾ View form Clone and create new record Remove
<a href="#">rogue-landlords-db-collection</a>	rogue-landlords-db-collection	TSO	data-provider@rldb.co.uk	Dec 13, 2017	submitted	More ▾

## 5. Editing and deleting entries

Title	Coll. instance	Submitted by	Updated by	Date updated	Status	Action
<a href="#">rogue-landlords-db-collection</a>	rogue-landlords-db-collection	Leeds		Feb 15, 2018	saved	More ▾ View form Remove Clone and create new record Edit form
<a href="#">rogue-landlords-db-collection</a>	rogue-landlords-db-collection	Leeds		Feb 14, 2018	sav	More ▾

Go to the Data store page. Under the “**Action**” heading, select “**More**” and either “**Remove**” or “**Edit form**”.

## 6. Searching for entries

Use the ‘global’ search to look up individual search terms

Access the bespoke searchable fields to help find entries in the database by doing the following:

- Go to the “**Submissions**” page
- Select “**Collection requests**”
- Under the “**Actions**” heading select “**More**” and
- choose the option “**See submission**”

This will call up the Data store page and show the configured searchable fields.

Select the arrow on the Searchable fields bar... and click in the Searchable fields box to call up the list of fields to search.

Data store

Download CSV

Show filters

Search:

Data store

Download CSV

Hide filters

Searchable fields

Select the field

Perform search

- Organisation name
- Surname
- First name
- Date of birth (dd/mm/yyyy)
- NI Number
- Personal Postcode
- Property Postcode
- Unique Property Reference Number

## 7. Where to get help

- The application is a website. If you cannot access it, please check your local network for problems in the first instance.
- If you want more advice on completing an entry - please consult the full user guide.
- If you need assistance with logging on and navigating the DELTA system, contact the DELTA Helpdesk on [DELTA@tso.co.uk](mailto:DELTA@tso.co.uk) or call 0333 202 5084. The DELTA Helpdesk will be available from 9am to 5.30pm Monday to Friday (excluding Bank Holidays).