

Housing Tenants

Please note, bodies in Wales should follow the data specification available on the [Wales Audit Office website \(external link\)](#).

Requirements

- Data submitted should meet this data specification i.e. include all fields listed below.
- 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 for 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 containing:
 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 (RTB) application between 1 April 2021 to the date of extract (i.e. 30 September 2024)¹ - Please note that we do not expect to receive RTB data from Scottish or Welsh bodies as RTB schemes were abolished in 2016 and 2019 respectively in these areas.

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	
Middle name(s) or middle initial(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
Address line 1	Character	Where the address is a permanent address
Address line 2	Character	
Address line 3	Character	
Address line 4	Character	

¹ Where there has been a change of IT system during this period, as a minimum data we would ideally like data from 1 April 2024 to 30 September 2024. Please contact us if you wish to discuss a different period.

Field Name	Data Format	Comments
Post code	Character	
Unique Property Reference Number (UPRN)	Character	If this field is captured. Local Authorities only.
Home telephone number1	Character	
Mobile telephone number1	Character	
Email address1	Character	
Date of Birth	Date	
National Insurance Number	Character	
Number living permanently at address	Numeric	
Tenant/account reference	Character	This should uniquely identify the tenant
Housing benefit reference	Character	If the tenant is in receipt of housing benefit include the HB reference number.
Right to buy flag	Character	Insert 'I' in this field to identify where a current tenant is in the process of purchasing this property under Right to Buy
Right to buy application stage	Numeric	Insert 1 to 10 in this field in line with DLUHC guidance on stages of a RTB application (local systems may vary.)
Tenancy start date	Date	
Tenancy end date	Date	Included as an independent check that only current tenants are included
Number of bedrooms	Numeric	NEW - Include this data, if it is captured, to assist with your match prioritisation.

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	
Middle name(s) or middle initial(s)	Character	Please ensure you capture any middle name(s) or initial(s). You can provide this in a separate middle

Field Name	Data Format	Comments
		name(s) or middle initial(s) field or in the Forename(s) cell if preferred
Address line 1	Character	Where the address is a permanent address
Address line 2	Character	
Address line 3	Character	
Address line 4	Character	
Post code	Character	
Unique Property Reference Number (UPRN)	Character	If this field is captured. Local Authorities only.
Home telephone number1	Character	
Mobile telephone number1	Character	
Email address1	Character	
Date of birth	Date	
National Insurance Number	Character	
Tenant/account reference	Character	This uniquely identifies the person
Housing benefit reference	Character	If the tenant is in receipt of housing benefit include the HB reference number.
Right to buy flag	Character	Insert a 'C', where the former tenant has completed a right to buy purchase on this property
Right to buy application stage	Numeric	Insert 1 to 10 in this field in line with DLUHC guidance on stages of a RTB application (local systems may vary.)
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	