

Housing Tenants

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 (unless they are specifically named as a tenant on the agreement).
- 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:
 - any individual aged 16 or 17 who holds a tenancy in their own right; and
 - those tenants where a Right to Buy (RTB) purchase is in progress; and
 2. Former tenants who completed a RTB application between 1 April 2023 to the date of extract (i.e. 30 September 2026): Where there has been a recent change in your RTB system then, as a minimum, data from 1 April 2026 to date of extract can be accepted.

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 To include any individual aged 16 or 17 who holds a tenancy in their own right |
| 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 1 | Character | Where the address is a permanent address |

| Field Name | Data Format | Comments |
|---|-------------|---|
| Address 2 | Character | |
| Address 3 | Character | |
| Address 4 | Character | |
| Postcode | Character | |
| Unique Property Reference Number (UPRN) | Character | If this field is captured. Local Authorities only. |
| Home telephone number | Character | |
| Mobile telephone number | Character | |
| Email address | 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 MHCLG 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 | 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 |

| Field Name | Data Format | Comments |
|---|-------------|---|
| | | provide this in a separate middle name(s) or middle initial(s) field or in the Forename(s) cell if preferred |
| Address 1 | Character | Where the address is a permanent address |
| Address 2 | Character | |
| Address 3 | Character | |
| Address 4 | Character | |
| Postcode | Character | |
| Unique Property Reference Number (UPRN) | Character | If this field is captured. Local Authorities only. |
| 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 |
| 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 | |