

# 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<br><br>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 <a href="#">guidance</a> 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 <a href="#">guidance</a> 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     |                                                                                                                                   |