

Housing Tenants - Private Sector and Non-Public Sector organisations

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 Acquire (RTA) purchase is in progress; and
 2. Former tenants who completed a RTA application between 1 April 2023 to the date of extract (i.e. 30 September 2026): Where there has been a recent change in your RTA system then, as a minimum, data from 1 April 2026 to date of extract can be accepted.
- **Note:** References to "Right to Buy (RTB)" in the Field Name column of these specifications also encompass "Right to Acquire (RTA)" where applicable for relevant bodies (such as housing associations or authorities operating under RTA schemes).

1. Current Tenants including those where the right to acquire 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

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	
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 Acquire
Right to buy application stage	Numeric	Insert 1 to 10 in this field in line with MHCLG guidance which mirrors the on stages of a RTA application (local systems may vary.) This is provided as a filterable field to assist with prioritisation of matches.
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 acquire 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 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 MHCLG guidance which mirrors the stages of a RTA application (local systems may vary.) This is provided as a filterable field to assist with prioritisation of matches.
Tenancy end date	Date	Included as an independent check that only current tenants are included
Right to buy completion date	Date	

Field Name	Data Format	Comments
Amount of Right to Buy discount awarded	Numeric	

FINAL