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**The Dispute Service Tenancies Database XML Data Definitions**

**This data definition document shows the date requirements for landlords, tenancies and tenants data into the TDS tenancies database. It is designed primarily as a guide to importing data using XML. If you are importing data using CSV please use the CSV Data Definitions Document.**

**This data definition document specifically relates to the importing of data by agents of one or more branches into the database.**

**Field Definitions Release 2**

# **Field Definitions (shaded areas are mandatory)**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Field Name** | **Description and Categories** | **Allowable Entry** |
| **1.** | Member ID  (member\_id) | This is the ID of the TDS member. It is assigned by TDS and should be included in all data imports and exports. The ID is a six string combination of letters and numbers. | Existing TDS membership number. |
| **2.** | Branch |  |  |
| **2.1** | Branch Details | It is preferable to submit all the branch details listed below for data consistency and to ensure that branch details can be matched in the event that the Branch ID does not match our records. |  |
| **2.1.1** | Branch ID (branch\_id) | This is the ID of a branch belonging to the TDS member. If you have one branch or no branch then this is the same number as the member number. This ID is assigned by TDS and should be included in all data imports and exports. The ID is a six string combination of letters and numbers. | Existing TDS branch number. |
| **2.1.2** | Branch name (name) | The full branch name . | Up to 255 characters. |
| **2.1.3** | Branch PAF reference  (paf\_reference) | This is the unique reference number on the Post Office Address File. It is useful for us to correctly identify an address and is normally only available to you if you use an automatic address lookup system. | Up to 20 numeric characters |
| **2.1.4** | Branch PAON (paon) | The primary address or way of describing the building name or number. This will typically contain the name or number of a house.  The Primary Addressable Object Name (PAON) is the designated premise number, and/or the premise name, where neither of these exist then the PAON is the name of the organisation in occupation, or a description of the addressable object.  The Business Format As per BS7666:2000. Maximum 100 characters. Property numbers will be held in the first 10 characters of the Primary Addressable Object Name field in the format:- NNNNSMMMMT where NNNN is the first number, S is the first numbers suffix, MMMM is the second number, T is the second numbers suffix. Both numbers will be right justified. If there is no property number then the first 10 characters of the PAON attribute will be blank. The remainder of the field is text. | Up to 100 characters. |
| **2.1.5** | Branch SAON (saon) | The secondary address or way of describing the building name or number. This is only used when the name of number of a house is not enough (for example flat 2).  SAON The Secondary Addressable Object Name (SAON) is the number, name or description used to identify the secondary addressable object within or related to a primary addressable object.  The Business Format As per BS7666:2000. Maximum 100 characters. The SAON field will be structured, as follows:- numbers will be held in the first 10 characters of the Secondary Addressable Object Name field in the format :NNNNSMMMMT where NNNN is the first number, S is the first number's suffix, MMMM is the second number and T is the second number's suffix. Both numbers will be right justified. If there is no building number then the first 10 characters of the SAON will be blank. The remainder of the field is text. | Up to 100 characters. |
| **2.1.5** | Branch Street (street) | The name of the street or thoroughfare. The designated street name or street description that has been allocated to a street by the street naming authority.  The Business Format As Per BS7666:2000. maximum 100 characters. | Up to 100 characters. |
| **2.1.6** | Branch Locality (locality) | The locality of the branch (not a town or county). The locality name refers to a neighbourhood, suburb, district, village, estate, settlement, or parish that may form part of a town, or stand in its own right within the context of an administrative area. Where an industrial estate contains streets it is defined as a locality in its own right.  The Business Format As Per BS7666:2000. maximum 35 characters. | Up to 35 characters. |
| **2.1.7** | Branch Town  (town) | The town or city where the branch is located. The town name refers to a city or town that is not an administrative area, a suburb of an administrative area that does not form part of another town or a London district.  The Business Format As Per BS7666:2000. maximum 30 characters. | Up to 30 characters. |
| **2.1.8** | Branch Administrative Area  (administrative area) | The county where the branch is located. The administrative area is a geographic area that may be the highest level local administrative area, which may be a county or a unitary authority, an island or island group or London.  The Business Format As Per BS7666:2000. maximum 30 characters. | Up to 30 characters. |
| **2.1.9** | Branch Postcode  (postcode) | The code allocated by the Post Office to identify a group of postal delivery points.  The Business Format As Per BS7666:2000. maximum 8 characters. | Up to 8 characters. |
| **2.1.10** | Branch Phone  (phone) | The Phone number used to contact the branch about issues relating to the Dispute Service. | Up to 15 characters. Include any area codes and if out of the UK any international dialling codes. |
| **2.1.11** | Branch Fax  (fax) | The Fax number used to contact the branch about issues relating to the Dispute Service. | Up to 15 characters. Include any area codes and if out of the UK any international dialling codes. |
| **2.1.12** | Branch Email (email) | The email address used to contact the branch about issues relating to the Dispute Service. | Up to 255 characters. |
| **2.1.13** | Branch Contact Name  (contact\_name) | A Branch contact. The property value consists of the components of the name specified as positional fields separated by the Field Delimiter character (ASCII decimal 59 or semi colon). The property value is a concatenation of the Family Name (first field), Given Name (second field), Additional Names (third field), Name Prefix (fourth field), and Name Suffix (fifth field) strings. The following is an example of the Name property for a person:  John;Quinlan;Mr.;Esq.  The following is an example of the Name property for a resource or place:  Veni, Vidi, Vici;The Restaurant. | Up to 255 characters. |
| **2.2** | Branch Landlords Details | This contains all the details of the landlords associated with the new tenancies being registered |  |
| **2.2.1** | Landlord Details |  |  |
| **2.2.1** | Landlord ID (landlord\_id) | This is the ID of the landlord. This ID is mandatory but is best left short because it is partly used as a way of accessing tenancy details on the website. | Up to 12 characters - must be unique against other tenancies owned by this landlord. |
| **2.2.2** | Landlord name  (name) | The name of the landlord. The property value consists of the components of the name specified as positional fields separated by the Field Delimiter character (ASCII decimal 59 or semi colon). The property value is a concatenation of the Family Name (first field), Given Name (second field), Additional Names (third field), Name Prefix (fourth field), and Name Suffix (fifth field) strings. The following is an example of the Name property for a person:  Quinlan; John;Mr.;Esq.  The following is an example of the Name property for a resource or place:  Veni, Vidi, Vici;The Restaurant. | Up to 60 characters. The format here is the same as the “N” property in the vCard specification. |
| **2.2.3** | Landlord PAON  (paon) | The primary address or way of describing the building name or number. This will typically contain the name or number of a house.  The Primary Addressable Object Name (PAON) is the designated premise number, and/or the premise name, where neither of these exist then the PAON is the name of the organisation in occupation, or a description of the addressable object.  The Business Format As per BS7666:2000. Maximum 100 characters. Property numbers will be held in the first 10 characters of the Primary Addressable Object Name field in the format:- NNNNSMMMMT where NNNN is the first number, S is the first numbers suffix, MMMM is the second number, T is the second numbers suffix. Both numbers will be right justified. If there is no property number then the first 10 characters of the PAON attribute will be blank. The remainder of the field is text. | Up to 100 characters. |
| **2.2.4** | Landlord SAON (saon) | The secondary address or way of describing the building name or number. This is only used when the name of number of a house is not enough (for example flat 2).  SAON The Secondary Addressable Object Name (SAON) is the number, name or description used to identify the secondary addressable object within or related to a primary addressable object.  The Business Format As per BS7666:2000. Maximum 100 characters. The SAON field will be structured, as follows:- numbers will be held in the first 10 characters of the Secondary Addressable Object Name field in the format :NNNNSMMMMT where NNNN is the first number, S is the first number's suffix, MMMM is the second number and T is the second number's suffix. Both numbers will be right justified. If there is no building number then the first 10 characters of the SAON will be blank. The remainder of the field is text. | Up to 100 characters. |
| **2.2.5** | Landlord Street (street) | The name of the street or thoroughfare. The designated street name or street description that has been allocated to a street by the street naming authority.  The Business Format As Per BS7666:2000. maximum 100 characters. | Up to 100 characters. |
| **2.2.6** | Landlord Locality (locality) | The locality of the branch (not a town or county). The locality name refers to a neighbourhood, suburb, district, village, estate, settlement, or parish that may form part of a town, or stand in its own right within the context of an administrative area. Where an industrial estate contains streets it is defined as a locality in its own right.  The Business Format As Per BS7666:2000. maximum 35 characters. | Up to 35 characters. |
| **2.2.7** | Landlord Town (town) | The town or city where the branch is located. The town name refers to a city or town that is not an administrative area, a suburb of an administrative area that does not form part of another town or a London district.  The Business Format As Per BS7666:2000. maximum 30 characters. | Up to 30 characters. |
| **2.2.8** | Landlord Administrative Area (administrative\_area) | The county where the branch is located. The administrative area is a geographic area that may be the highest level local administrative area, which may be a county or a unitary authority, an island or island group or London.  The Business Format As Per BS7666:2000. maximum 30 characters. | Up to 30 characters. |
| **2.2.9** | Landlord Postcode (postcode) | The code allocated by the Post Office to identify a group of postal delivery points.  The Business Format As Per BS7666:2000. maximum 8 characters. | Up to 8 characters. |
| **2.2.10** | Landlord Country | The Country of the Landlord | Up to 50 characters. |
| **2.2.11** | Landlord Phone  (phone) | The Phone number used to contact the landlord about issues relating to the Dispute Service. | Up to 15 characters. Include any area codes and if out of the UK any international dialling codes. |
| **2.2.12** | Landlord Fax  (fax) | The Fax number used to contact the landlord about issues relating to the Dispute Service. | Up to 15 characters. Include any area codes and if out of the UK any international dialling codes. |
| **2.2.13** | Landlord Email (email) | The email address used to contact the landlord about issues relating to the Dispute Service. | Up to 255 characters. |
| **2.2.14** | Landlords Tenancies | We only require information tenancies which start on or after 7th April 2007. The information we require must be as detailed on the signed tenancy agreement. If a tenancy agreement is revised or changed that this must be treated as a new tenancy and you need to tell us that an existing tenancy has ended. |  |
| **2.2.15.1** | Tenancy Details | This field contains all the background information about the tenancy |  |
| **2.2.15.1.1** | Tenancy ID  (tenancy\_id) | This is the ID of the tenancy belonging to each landlord. This ID is mandatory but is best left short because it is partly used as a way of accessing tenancy details on the website. | Up to 100 characters – must be unique against other tenancies owned by this landlord. We recommend 12 characters maximum. |
| **2.2.15.1.2** | Tenancy PAF Reference Number (paf\_reference) | This is the unique reference number on the Post Office Address File. This is useful for us to correctly identify an address and is normally only available to you if you use an automatic address lookup system. | Up to 100 characters |
| **2.2.15.1.3** | Tenancy PAON  (paon) | The primary address or way of describing the building name or number of the tenancy address. This will typically contain the name or number of a house. | Up to 100 characters. |
| **2.2.15.1.4** | Tenancy SAON  (saon) | The secondary address or way of describing the building name or number. This is only used when the name of number of a house is not enough (for example flat 2). | Up to 100 characters. |
| **2.2.15.1.5** | Tenancy Street  (street) | The name of the street or thoroughfare | More than 3 characters and up to 100 characters. |
| **2.2.15.1.6** | Tenancy Locality  (locality) | The locality of the address (not a town or county) | Up to 200 characters. |
| **2.2.15.1.7** | Tenancy Town  (town) | The town or city where the address is located | More than 3 characters and up to 100 characters. |
| **2.2.15.1.8** | Tenancy Administrative Area (administrative\_area) | The county where the address is located | Up to 30 characters. |
| **2.2.15.1.9** | Tenancy Postcode (postcode) | The Postcode where the address is located | Up to 8 characters. |
| **2.2.15.1.10** | Tenancy Start Date (start\_date) | The Date that the tenancy started. This is the date indicated on the tenancy agreement that the tenancy actually started. | 10 characters in the format:  dd/mm/yyyy |
| **2.2.15.1.11** | Tenancy End Date  (end\_date) | The Date that the tenancy ended. If the tenancy has not ended then leave this field blank. If the tenancy does end:  The tenancy’s end date must not be before the deposit received date  The tenancy’s end date must not be before the deposit protection start date  The tenancy’s end date must not be before the start date of the tenancy.  If the tenancy end date is completed then you must also complete  deposit\_protection\_end\_date  and  end\_type  Please see end-type for rules about what must be completed for each end type. | 10 characters in the format:  dd/mm/yyyy |
| **2.2.15.1.12** | Expected Tenancy End Date  (expected\_end\_date) | The Date that the tenancy is expected to end. If the tenancy has ended and this is indicated in 2.2.11 then leave this field blank. | 10 characters in the format:  dd/mm/yyyy |
| **2.2.15.1.13** | Deposit amount (deposit\_amount) | The amount of deposit in pounds and pence described on the tenancy agreement | 0.00 to 999,999.99 |
| **2.2.15.1.14** | Deposit received date  (deposit\_received\_date) | The date that the deposit was received as described on the tenancy agreement. | 10 characters in the format:  dd/mm/yyyy |
| **2.2.15.1.15** | Deposit returned to tenant date  (deposit\_returned\_date) | The date that the deposit was returned to the tenant. | 10 characters in the format:  dd/mm/yyyy |
| **2.2.15.1.16** | Deposit protection start date  (deposit\_protection\_start\_date) | This is recorded as the date that the tenancy was first notified to TDS and will be automatically calculated when you upload the file or when the file is read by the online database. You should note though that the actual deposit protection start date is normally the day that the tenancy started if you are a member of TDS. | No entry necessary. |
| **2.2.15.1.17** | Deposit protection end date  (deposit\_protection\_end\_date) | The date that the deposit protection ended. This is the date that scheme ends protection after receiving notice according to HA 2004 (agreement, ADR or court). | 10 characters in the format:  dd/mm/yyyy |
| **2.2.15.1.18** | Amount of deposit returned to tenant (deposit\_amount\_returned) | Amount of deposit returned to tenant: Deposit amount (in GBP) returned to tenant (including any amount which went through court/ADR). Even if the amount returned is zero – you must still stipulate that it is “0.00”. This must be completed if the tenancy ended in “no dispute” in end\_type. | 0.00 to 999,999.99 |
| **2.2.15.1.19** | Number of tenants (number\_of\_tenants) | The number of tenants as set out in the tenancy agreement. | 0 to 99 |
| **2.2.15.1.20** | Amount of deposit returned to landlord (paid\_landlord) | In the case of the end type being “no dispute” and where an agreement has been made, enter the amount of deposit that was paid back to the landlord in GBP. Even if the amount returned is zero – you must still stipulate that it is “0.00”. This must be completed if the tenancy ended in “no dispute” in end\_type. | 0.00 to 999,999.99 |
| **2.2.15.1.21** | Amount of deposit returned to agent (paid\_agent) | In the case of the end type being “no dispute” and where an agreement has been made, enter the amount of deposit that was paid back to the agent in GBP. Even if the amount returned is zero – you must still stipulate that it is “0.00”. This must be completed if the tenancy ended in “no dispute” in end\_type. | 0.00 to 999,999.99 |
| **2.2.15.1.22** | Deposit returned to landlord date  (paid\_landlord\_date) | The date that the deposit was returned to the landlord if the tenancy ended in “no dispute” and the agent was paid part of the deposit back, This must be completed if the tenancy ended in “no dispute” in end\_type. | 10 characters in the format:  dd/mm/yyyy |
| **2.2.15.1.15** | Deposit returned to agent date  (paid\_agent\_date) | The date that the deposit was returned to the agent if the tenancy ended in “no dispute” and the agent was paid part of the deposit back. This must be completed if the tenancy ended in “no dispute” in end\_type. | 10 characters in the format:  dd/mm/yyyy |
| **2.2.15.1.16** | How the Tenancy Ended  (end\_type) | This field asks how the tenancy ended and can have five values as follows:  If ending a tenancy this is a mandatory field.  **Renewed**: this tenancy was renewed. If this option is chosen a valid and updated “expected\_end\_date” must be provided. This tenancy will stay in the live site and will not be archived.  You must provide:  expected\_end\_date  No other additional information is needed as this only will extend the tenancy rather than end it.  **Periodic**: this tenancy has become periodic. If this option is chosen a valid and updated “expected\_end\_date” must be provided. This tenancy will stay in the live site and will not be archived.  You must provide:  expected\_end\_date  No other additional information is needed as this only will extend the tenancy rather than end it.  **No dispute:** this tenancy has ended without dispute. You must provide an “end date”. If this option is chosen a valid “end date” must also be provided and you must provide as much information as possible about the deposits that have been returned or kept by the tenants, agents and landlords. The specific field to be completed are:  deposit\_protection\_end\_date  end\_date  deposit\_amount\_returned  deposit\_returned\_date  paid\_landlord  paid\_landlord\_date  paid\_agent  paid\_agent\_date  **Delete:** This tenancy was added in error or by accident. Only use this option if you accidentally duplicated a tenancy or added it in error.  YOU MUST NOT DELETE ANY TENANCY WHICH HAS EVER RECEIVED DEPOSIT PROTECTION STATUS OR FOR WHICH THERE HAS BEEN A VALID TENANCY AGREEMENT – EVEN FOR JUST ONE DAY. IF YOU DO DELETE IT IN THIS WAY THAT TENANCY WILL NO LONGER BE PROTECTED.  No additional fields are required.  **Transfer:** This tenancy has been transferred to another scheme. Please enter the date the tenancy ended with TDS. You must also supply:  end\_date  **Dispute:**  this tenancy has ended in dispute. You must also enter:  end\_date  Entering this does not automatically start the dispute process at TDS – to do this you have three options:  Agents can log into the TDS website, find the tenancy and then click on the link to “create a dispute” – but only when that tenancy has been marked as “ending in dispute”  Landlords and Tenants can enter into the tenants or the landlords area on the main part of the website, enter a Unique ID and then open a dispute from there.  Agents, Landlords and Tenants can download the TDS 2 “Notification of Dispute Form) dispute form and supporting information at the following address:  <http://www.thedisputeservice.co.uk/resources/files/TDS2.pdf> | renewed periodic no dispute delete  dispute |
| **2.2.15.2** | Tenants Details | Each of the tenants as described on the tenancy agreement |  |
| **2.2.15.2.1** | Tenant ID  (tenant\_id) | This is the ID of the tenant belonging to each tenancy. This ID is mandatory. | Up to 12 characters – must be unique against other tenants listed on this tenancy. |
| **2.2.15.2.2** | Tenant Name  (tenant\_name) | The name of the person on the tenancy agreement. The property value consists of the components of the name specified as positional fields separated by the Field Delimiter character (ASCII decimal 59 or semi colon). The property value is a concatenation of the Family Name (first field), Given Name (second field), Additional Names (third field), Name Prefix (fourth field), and Name Suffix (fifth field) strings. The following is an example of the Name property for a person:  Quinlan; John;Mr.;Esq.  The following is an example of the Name property for a resource or place:  Veni, Vidi, Vici;The Restaurant. | 255 characters. The format here is the same as the “N” property in the vCard specification. |
| **2.2.15.2.3** | Tenant Mobile Phone  (mobile) | The mobile phone number of the tenant | Up to 15 numbers |
| **2.2.15.2.4** | Tenant Email  (email) | The email of the tenant | Up to 255 characters |
| **2.2.15.2.5** | Tenancy Start date  (tenancy\_start\_date) | The date that the individual tenant started the tenancy. This will normally be the same as the tenancy (**2.2.13.1.10)** start date but this field will also be used to identify if a tenant has left or if a tenant has been replaced. | 10 characters in the format:  dd/mm/yyyy |
| **2.2.15.2.6** | Tenancy End date  (tenancy\_end \_date) | The date that the individual tenant ended the tenancy. This will normally be the same as the tenancy (**2.2.13.1.11)** end date but this field will also be used to identify if a tenant has left or if a tenant has been replaced. | 10 characters in the format:  dd/mm/yyyy |
| **2.2.15.3** | Unprotection Events | Events leading to the actual or implicated unprotection of a tenancy. These must be submitted if they exist. |  |
| **2.2.15.3.1** | Unprotection Event ID (unprotectioneventid) | A unique id | Up to 12 characters – must be unique against other unprotection events listed on this tenancy. |
| **2.2.15.3.2** | Unprotection Event Date  (date) | The date of the event | 10 characters in the format:  dd/mm/yyyy |
| **2.2.15.3.3** | Unprotection Event Title  (event) | The title of the event. This must one of:  ‘notification’ – that is notification from the landlord and the tenant that the deposit is unprotected ‘ADR’ – that is that ADR was used ‘court’ – that is if the scheme is aware of court being used | NOTIFICATION  ADR  COURT |
| **2.2.15.3.4** | Unprotection Event Notes  (note) | Extra notes relating to the unprotection of the event | 1000 characters |