

Importing your data into AgentOS

This blueprint document is designed to guide you on how the data you are currently holding on your legacy software is prepared and imported ready for use on the AgentOS system. This will normally happen in conjunction with any training included with your setup, meaning the system should be ready for you to start using soon afterwards.

Normally we'll look to take you through this data import process where you have more than 30 active tenancies, but make sure you speak to us if you haven't already before you fill anything out so we can make sure this is the best way for you to get your data on to the system.

Firstly, you'll need to get your current lettings data from your legacy software in spreadsheet format and establish if any data from that system is missing or needs amending.

Once you have this information, you'll need to transfer it into the [spreadsheet formats available from the Onboarding section of the AgentOS Help Desk](#). We'll normally then take an initial look at some sample data in our spreadsheet format, in order to give you some feedback before you go ahead and fill everything in. Once you are happy with the sample data you can fill out the remaining details, and we'll import the details onto AgentOS for you ready to use.

The following pages show a list of data we can bring in to AgentOS, you'll be able to add most things that aren't listed here to the system directly after this initial data has been imported. We'll normally speak to you at the start of the import process to establish which of these spreadsheets you should prioritise, and if any can be left for now.

Feel free to get in touch if you'd like to check this.

IMPORTANT: Any columns in spreadsheets that contain numbers should be saved in a Text format to preserve the information when saved as .csv files. You can do this in Excel by right-clicking the column and using Format Cells.

Contacting the Onboarding Team

As you work on these spreadsheets, we are happy to answer any questions you might have, or to give feedback on any data that you might want us to take a look at. You can get in touch with us through:

EMAIL: onboarding@agentos.com

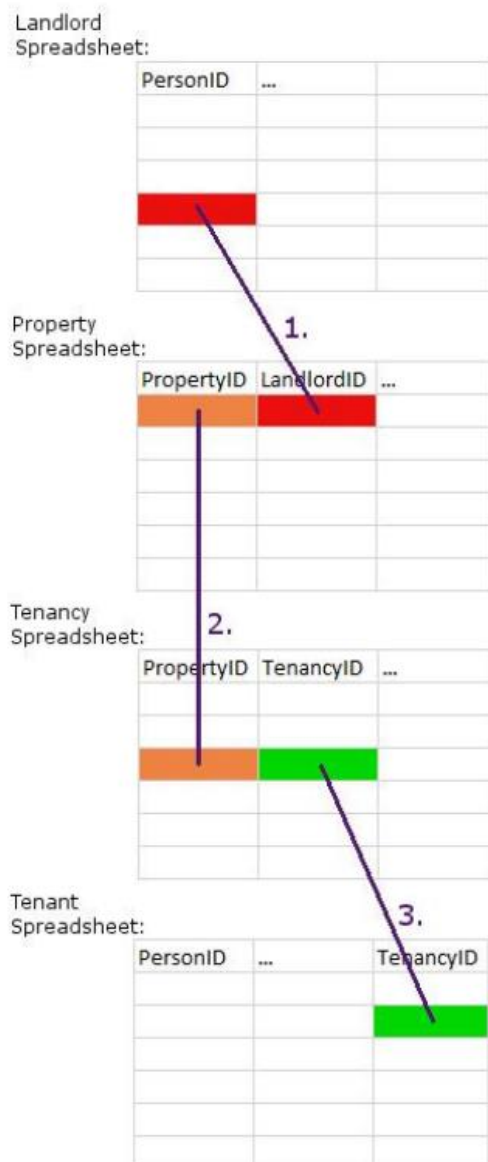
PHONE: 02922 947 523

Spreadsheet Linking Guide

As you fill the spreadsheets in, you'll see that some of the ID columns appear on more than one sheet, and the same ID details should be used on all. These are:

- PersonID from [Landlord spreadsheet](#) is known as LandlordID elsewhere
- LandlordID should match the PersonID above on the [Property spreadsheet](#), [Bank Account Spreadsheet](#), and [Landlord Finances](#) spreadsheets
- PropertyID must match on the [Property](#), [Tenancy](#), [Certificate](#) and [Property Facility](#) spreadsheets
- TenancyID must match on the [Tenancy](#) and [Tenant](#) spreadsheets
- PersonID from the [Tenant](#) spreadsheet is known as TenantID elsewhere
- TenantID should match the PersonID above on the [Tenant Finances](#) and [Bank Account](#) spreadsheets
- PersonID from the [Contractor](#) spreadsheet is known as ContractorID elsewhere
- ContractorID should match the PersonID above on the [Contractor Finances](#) and [Bank Account](#) spreadsheets

This tells our data importer tool that information from different sheets should be linked to each other, for example a property being owned by a particular landlord, or that one or more tenants are on a tenancy together.



1. Priority and Recommended Spreadsheets

Some of the spreadsheets that you'll fill in are ones that we'll normally need as a priority, and in most cases, you'll fill these in first. These are generally:

- [Landlord](#)
- [Property](#)
- [Tenancy](#)
- [Tenant](#)
- [Area](#)

Along with this, most agents will tend to complete these around the same time:

- [Contractor](#)
- [Bank Account](#)
- [Certificate](#)

This may not be the case for everyone, however, so please get in touch if you'd like to check this with us.

You'll find on the next few pages guides on how to fill these in, and which fields are mandatory or optional when you come to do these. Mandatory fields for each spreadsheet appear in bold.

Landlord Spreadsheet

IMPORTANT: This spreadsheet is mandatory. Only one landlord can be added per property via our importer, but please add all of your landlords to this spreadsheet. Linking any additional landlords to a property can be done using the data that is imported as a post-import task directly on the system.

| Field Name | Format | Mandatory/Optional | Notes | Example |
|--------------|---|--------------------|---|---------|
| PersonID | | Mandatory | Unique landlord ID of your choice. Only used for import of data into AgentOS. | LAN1 |
| Title | | Optional | 10-character limit. | |
| Forename | | Optional | 10-character limit. | |
| Middlename | | Optional | 10-character limit. | |
| Surname | | Mandatory | 50-character limit. If adding multiple profiles for one landlord add an identifier here to tell them apart. If landlord is a company, then add business name here | |
| BranchID | Name of branch | Mandatory | Check with AgentOS if unsure | |
| DOB | Date in DD/MM/YYYY format | Optional | | |
| EMailAddress | Must be email address only, no other text allowed | Optional* | *Mandatory if EmailLetters is set to TRUE. Enter a single email address only, add any others to GeneralNotes. | |
| MobilePhone | 00000 000000 | Optional | Leave a space between first five and remaining six numbers. International numbers must be added without + sign. Enter a single phone number only, add any others to GeneralNotes. | |
| LandPhone | 00000 000000 | Optional | Leave a space between first five and remaining six numbers. International numbers must be added without + sign. Enter a single phone number only, add any others to GeneralNotes. | |
| FaxPhone | 00000 000000 | Optional | Leave a space between first five and remaining six numbers. International numbers must be added without + sign. Enter a single phone number only, add any others to GeneralNotes. | |
| Address1 | | Mandatory | | |

| | | | | |
|---------------------------|--|-----------|--|---------------|
| Address2 | | Optional | | |
| Address3 | | Optional | | |
| Address4 | | Optional | | |
| Postcode | XX0 0XX | Mandatory | Overseas postcodes or zip codes can also be entered here. | |
| Country | Country name with capitalised first letters, no spaces | Mandatory | | UnitedKingdom |
| GeneralNotes | | Optional | | |
| EMailLetters | TRUE or FALSE | Mandatory | TRUE if primary correspondence is via email, FALSE if by post. Must be FALSE if no EmailAddress entered. | |
| OptOutGeneralMarketing | TRUE or FALSE | Optional | | |
| LegacyReference | | Optional | | |
| ManagementFee | Fee percentage as number only, no % sign | Mandatory | If a fixed amount fee or no fee is charged add 0 here | 12 |
| GuaranteedRentFeeOverride | Fee percentage as number only, no % sign | Optional | If a fixed amount fee or no fee is charged add 0 here | 15 |
| NRLApplies | TRUE or FALSE | Mandatory | TRUE if landlord lives overseas, FALSE if in UK | |
| NRLExemption | HMRC approval number for non-resident landlord tax | Optional | Overseas landlords only - leave blank if you collect tax on landlord's behalf, add approval number if they handle their own tax. | |
| DezrezID | | Optional | | |
| LicenseNumber | | Optional | | |
| RequireCleanAddress | | Optional | | |

Property Spreadsheet

IMPORTANT: This spreadsheet is mandatory. If you rent out properties room by room and each tenant signs their own individual agreement you need to enter an individual property record on this spreadsheet e.g., Room 1, 1 High Street; Room 2, 1 High Street etc. This is so we can show overlapping tenancies for each room with different dates and rent amounts.

| Field Name | Format | Mandatory/Optional | Notes | Example |
|------------------------|---|--------------------|---|-------------------|
| PropertyID | | Mandatory | Unique property ID of your choice. Only used for import of data into AgentOS. | PROP1 |
| LandlordID | Same unique ID as on landlord sheet | Mandatory | | LAN1 |
| AreaID | Geographic area property is located in | Mandatory | This ties in with separate Area spreadsheet and should match IDs used on there. | Balham |
| AddressNumber | Can be text or number | Mandatory | Include both flat/room and property number here | Flat 1, 23 |
| Address1 | Text | Mandatory | Street name, excluding property number. | High Street |
| Address2 | | Optional | | |
| Address3 | | Optional | | |
| Address4 | | Optional | | |
| Postcode | XX00 0XX or XX0 0XX | Mandatory | | SW12 1HT |
| PropertyType | See annex for available types | Mandatory | | SemiDetachedHouse |
| Bedrooms | Number of bedrooms in this property record | Mandatory | Enter studio flats as 0. | 3 |
| PurchaseDate | Date in DD/MM/YYYY format | Optional | | |
| Description | | Optional | This is used for marketing on portals and websites. | |
| KeyNumber | | Optional | These are recorded as Tenant key sets. Any keys held in office can be added post-import. | |
| MaintenancePreferences | | Optional | Text only, 255-character limit. | |
| SecurityNotes | | Optional | | |
| GeneralNotes | | Optional | | |

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|--------------------|--|------------------|---|-------------|
| ManagementFee | Fee percentage as number only, no % sign | Optional | Only add a figure here if it applies to the specific property, as it overrides the fee added to the Landlord spreadsheet. If a fixed amount fee add 0 here. | 12 |
| HasGas | TRUE or FALSE | Mandatory | | TRUE |
| HasWater | | Optional | | |
| GasMeter | | Optional | | |
| WaterMeter | | Optional | | |
| ElectricityMeter | | Optional | | |
| ElectricityMeter2 | | Optional | | |
| ElectricityMeter3 | | Optional | | |
| ElectricityMeter4 | | Optional | | |
| ElectricityMeter5 | | Optional | | |
| ElectricitySerial1 | | Optional | | |
| ElectricitySerial2 | | Optional | | |
| ElectricitySerial3 | | Optional | | |
| ElectricitySerial4 | | Optional | | |
| ElectricitySerial5 | | Optional | | |
| ElectricityFuseBox | | Optional | | |
| DezrezID | | Optional | | |
| PropertySourceID | | Optional | | |

Tenancy Spreadsheet

IMPORTANT: This spreadsheet is mandatory. If you have tenancies on the same property for future dates then give those a unique TenancyID, but use the same PropertyID as used on the [property](#) spreadsheet

| Field Name | Format | Mandatory/Optional | Notes | Example |
|--------------------------|-------------------------------------|--------------------|---|----------|
| PropertyID | Same unique ID as on property sheet | Mandatory | Must match those used on Property sheet. | PROP1 |
| TenancyID | Unique tenancy ID | Mandatory | Unique tenancy ID of your choice. Only used for import of data into AgentOS. | TENANCY1 |
| IsSignedTenancy | TRUE or FALSE | Mandatory | Any tenancies where the tenant has not signed paperwork in real terms can be imported as Let Agreed by adding FALSE to this field, to allow changes on the system before signing. | TRUE |
| ServiceID | Text only, no spaces | Mandatory | Service you offer on this tenancy e.g., Managed, Let Only, Tenant Find, Rent Collection etc. | LetOnly |
| IsRoomInProperty | TRUE or FALSE | Optional | | TRUE |
| IsStudentProperty | TRUE or FALSE | Optional | | TRUE |
| SpecialCharge1 | | Optional | Descriptive only, do not use to enter charges to become due on AgentOS. | |
| InspectionNotes | | Optional | | |
| AccessNotes | | Optional | | |
| InstructionAccessName1 | | Optional | | |
| InstructionAccessName2 | | Optional | | |
| InstructionAccessName3 | | Optional | | |
| InstructionAccessNumber1 | | Optional | | |
| InstructionAccessNumber2 | | Optional | | |
| InstructionAccessNumber3 | | Optional | | |
| StartDate | Date in DD/MM/YYYY format | Mandatory | | |

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|--------------------------------|---|------------------|---|-------------------|
| FixedDate | Date in DD/MM/YYYY format | Mandatory | Date when the initial term of the tenancy runs until. For any tenancies in Scotland enter the same as StartDate. | |
| EndDate | Date in DD/MM/YYYY format | Optional | Date (if any) when the tenancy is due to end. Do not enter if tenancy is due to go or has gone periodic (unless notice has been given). | |
| ClosedDate | Date in DD/MM/YYYY format | Optional | Only enter if adding historic data rather than current tenancies. | |
| BondRequired | Text format, no £ sign | Mandatory | Deposit amount. Enter 0 if no deposit is due, or where a custodial scheme already holds the funds for you | 600 |
| RentTotal | Text format, no £ sign | Mandatory | Total rent for whole tenancy in given period (i.e. Monthly/Quarterly - see RentSchedule below). | 500 |
| MinBeds | | Mandatory | Minimum occupancy | 1 |
| MaxBeds | | Mandatory | Maximum occupancy | 2 |
| InspectionRecurrence | | Optional | How many times per schedule. | 1 |
| InspectionSchedule | See annex for available types | Optional | How often | Quarterly |
| MinTerm | | Mandatory | Number of months for original tenancy term. | 6 |
| MaxTerm | | Mandatory | Number of months for original tenancy term. | 12 |
| RentCollectionDate | Date in DD/MM/YYYY format, must be in future | Mandatory | Future date when the next rent is due. If the tenancy is ended or there is no further rent to make due, leave blank. Please speak to AgentOS if unsure on date to use. | 01/12/2017 |
| OpeningInventoryCarriedOut | Date in DD/MM/YYYY format | Optional | | |
| OpeningInventorySignedByTenant | Date in DD/MM/YYYY format | Optional | | |

| | | | | |
|---------------------------------|--|------------------|---|---------------------------|
| ClosingInspectionCarriedOut | Date in DD/MM/YYYY format | Optional | | |
| ClosingInspectionSignedByTenant | Date in DD/MM/YYYY format | Optional | | |
| RentDateType | NextCollectionDate | Mandatory | Enter this exactly as shown. | NextCollectionDate |
| RentSchedule | See annex for available types | Mandatory | How often is the RentTotal due. | Monthly |
| Furnished | Furnished, PartFurnished or Unfurnished | Mandatory | If not available use any. | Furnished |
| ResponsibleGas | Landlord, Tenant or NotApplicable | Mandatory | Landlord where bills included, normally Tenant otherwise. | Tenant |
| ResponsibleElectricity | Landlord, Tenant or NotApplicable | Mandatory | Landlord where bills included, normally Tenant otherwise. | Tenant |
| ResponsibleWater | Landlord, Tenant or NotApplicable | Mandatory | Landlord where bills included, normally Tenant otherwise. | Tenant |
| ResponsibleCouncilTax | Landlord, Tenant or NotApplicable | Mandatory | Landlord where bills included, normally Tenant otherwise. | Tenant |
| ResponsibleTelephone | Landlord, Tenant or NotApplicable | Mandatory | Landlord where bills included, normally Tenant otherwise. | Tenant |

Tenant Spreadsheet

IMPORTANT: This spreadsheet is mandatory. In tenancies with multiple tenants please enter each tenant as an individual record on this sheet.

| Field Name | Format | Mandatory/Optional | Notes | Example |
|--------------|---|--------------------|---|---------|
| PersonID | | Mandatory | Unique tenant ID of your choice. Only used for import of data into AgentOS. | Ten1 |
| Title | | Optional | 10-character limit. | |
| Forename | | Optional | 10-character limit. | |
| Middlename | | Optional | 10-character limit. | |
| Surname | | Mandatory | 50-character limit. If tenant is a company, then add business name here. | |
| BranchID | Name of branch | Mandatory | | |
| DOB | Date in DD/MM/YYYY format | Optional | | |
| EMailAddress | Must be email address only, no other text allowed | Optional* | *Mandatory if EmailLetters is set to TRUE. Enter a single email address only, add any others to GeneralNotes. | |
| MobilePhone | 00000 000000 | Optional | Leave a space between first five and remaining six numbers. International numbers must be added without + sign. Enter a single phone number only, add any others to GeneralNotes. | |
| LandPhone | 00000 000000 | Optional | Leave a space between first five and remaining six numbers. International numbers must be added without + sign. Enter a single phone number only, add any others to GeneralNotes. | |
| FaxPhone | 00000 000000 | Optional | Leave a space between first five and remaining six numbers. International numbers must be added without + sign. Enter a single phone number only, add any others to GeneralNotes. | |
| Address1 | | Optional | Do not enter the tenancy address here, this is for a pre-tenancy address or similar. | |
| Address2 | | Optional | | |

| | | | | |
|------------------------|---|------------------|---|----------------------|
| Address3 | | Optional | | |
| Address4 | | Optional | | |
| Postcode | XX00 0XX or XX0 0XX | Optional | | |
| Country | Country name with capitalised first letters, no spaces | Mandatory | | UnitedKingdom |
| GeneralNotes | | Optional | | |
| EEmailLetters | TRUE or FALSE | Mandatory | TRUE if primary correspondence is via email, FALSE if by post. Must be FALSE if no EmailAddress entered. | TRUE |
| OptOutGeneralMarketing | TRUE or FALSE | Optional | | FALSE |
| LegacyReference | | Optional | | |
| TenancyID | Same unique ID as on tenancy sheet | Mandatory | This is used to show which tenants live in which tenancy. | TENANCY1 |
| RentAmount | Text format, no £ sign | Mandatory | Rent for this individual tenant only. | 500 |
| GuarantorTitle | | Optional | 10-character limit. | |
| GuarantorForename | | Optional | 10-character limit. | |
| GuarantorSurname | | Optional | 50-character limit. | |
| GuarantorAddress1 | | Optional | | |
| GuarantorAddress2 | | Optional | | |
| GuarantorAddress3 | | Optional | | |
| GuarantorAddress4 | | Optional | | |
| GuarantorPostcode | XX00 0XX or XX0 0XX | Optional | | |
| GuarantorCountry | Country name with capitalised first letters, no spaces | Optional | | UnitedKingdom |
| GuarantorPhoneNumber | 00000 000000 | Optional | Leave a space between first five and remaining six numbers. International numbers must be added without + sign. | |
| DezrezID | | Optional | | |
| CollectRentByDD | TRUE or FALSE | Optional | | TRUE |

| | | | | |
|------------|---------------|----------|--|------|
| HeadTenant | TRUE or FALSE | Optional | TRUE if one tenant is responsible for the total rent solely, FALSE if each tenant needs to show their own arrears. | TRUE |
|------------|---------------|----------|--|------|

Area Spreadsheet

IMPORTANT: This spreadsheet is mandatory. These geographic areas tie in with what you've entered on your [property](#) spreadsheet under AreaID and are used for both advertising and applicant matching on AgentOS. You can make these areas as broad or as specific as you need, based on what your prospective tenants may ask you for.

| Field Name | Format | Mandatory/Optional | Notes | Example |
|------------|---|--------------------|---|---------|
| AreaID | Same unique ID as on property sheet | Mandatory | | Balham |
| Name | Text only | Mandatory | Name of area as you'd like it to show on the system and on advertising. | Balham |
| BranchID | Name of branch | Mandatory | Check with AgentOS if unsure. | |

Contractor Spreadsheet

IMPORTANT: This spreadsheet is optional but recommended. As well as tradespeople this list can include utility providers, councils and other third parties that you deal with. In particular this sheet should be completed for any contractors where you are holding funds, or where you may need to show funds being paid out in the future, although you can also include any others too.

| Field Name | Format | Mandatory/Optional | Notes | Example |
|-----------------|---|--------------------|---|-------------|
| PersonID | | Mandatory | Unique contractor ID of your choice. Only used for import of data into AgentOS. | CON1 |
| Title | | Optional | 10-character limit. | |
| Forename | | Optional | 10-character limit. | |
| Middlename | | Optional | 10-character limit. | |
| Surname | | Mandatory | 50-character limit. If contractor is a company, then add business name here. | |
| BranchID | Name of branch | Mandatory | Check with AgentOS if unsure. | |
| DOB | Date in DD/MM/YYYY format | Optional | | |
| EMailAddress | Must be email address only, no other text allowed | Optional* | *Mandatory if EmailLetters is set to TRUE. Enter a single email address only, add any others to GeneralNotes. | |
| MobilePhone | 00000 000000 | Optional | Leave a space between first five and remaining six numbers. International numbers must be added without + sign. Enter a single phone number only, add any others to GeneralNotes. | |
| LandPhone | 00000 000000 | Optional | Leave a space between first five and remaining six numbers. International numbers must be added without + sign. Enter a single phone number only, add any others to GeneralNotes. | |
| FaxPhone | 00000 000000 | Optional | Leave a space between first five and remaining six numbers. International numbers must be added without + sign. Enter a single phone number only, add any others to GeneralNotes. | |
| Address1 | | Mandatory | Contractor's correspondence address. | |

| | | | | |
|------------------------|--|-----------|--|---------------|
| Address2 | | Optional | | |
| Address3 | | Optional | | |
| Address4 | | Optional | | |
| Postcode | XX00 0XX or XX0 0XX | Mandatory | | |
| Country | Country name with capitalised first letters, no spaces | Mandatory | | UnitedKingdom |
| GeneralNotes | | Optional | | |
| EMailLetters | TRUE or FALSE | Mandatory | TRUE if primary correspondence is via email, FALSE if by post. Must be FALSE if no EmailAddress entered. | TRUE |
| OptOutGeneralMarketing | TRUE or FALSE | Optional | | FALSE |
| LegacyReference | | Optional | | |
| ContractorTypeID | See annex for available types | Mandatory | ID for type of contractor that you are adding. Can use the same IDs for multiple contractors. | Maintenance |

Bank Account Spreadsheet

PLEASE NOTE: This spreadsheet is optional but recommended. Bank details need to be added in order to show payments out to landlords, contractors and tenants. These can be added here, or directly to the system once that person's details are imported in. Please only complete this spreadsheet where you hold those details, if you do not have bank details for a person then they can be left off of this spreadsheet completely.

IMPORTANT: If any account numbers or sort codes start with zeros then please leave a space between those and the rest of the number e.g., 00 123456 or 0 1-23-45.

| Field Name | Format | Mandatory/Optional | Notes | Example |
|---------------------|---|--------------------|---|--|
| LandlordID | Same unique ID as on landlord sheet | Mandatory* | *Mandatory for Landlord only | LAN1 |
| TenantID | Same unique ID as on tenant sheet | Mandatory* | *Mandatory for Tenant only. | TEN1 |
| ContractorID | Same unique ID as on contractor sheet | Mandatory* | *Mandatory for Contractor only | CON1 |
| AccountNumber | Min 6 max 8 number | Mandatory | | 11111111 or 00 891234 (with a space after any zeros) |
| AccountSortCode | 11-11-11 or 11 11 11 | Mandatory | The sort code must be exactly as specified in your BACS file (if applicable). | 11 11 11 or 0 1-23-45 (with a space after any zeros) |
| AccountName | | Mandatory | Max. 60 characters. | Mrs A Landlord |
| BankName | | Optional* | *Mandatory if BankAddress is filled in. | HSBC |
| BankAddress1 | | Optional* | *Mandatory if BankName is filled in. | 1 High Street |
| BankAddress2 | | Optional | | Cardiff |
| BankAddress3 | | Optional | | |
| BankAddress4 | | Optional | | |
| BankPostcode | XX00 0XX or XX0 0XX | Optional* | *Mandatory if BankName is filled in | CF24 4AY |
| LegacyBACSReference | | Optional | BACS reference from legacy software (if applicable). Maximum 18 characters. | |

Certificate Spreadsheet

IMPORTANT: This spreadsheet is optional but recommended. You can add these to the system directly later if you'd prefer, although this may take you more time to do.

| Field Name | Format | Mandatory/Optional | Notes | Example |
|-----------------|---|--------------------|---|------------------------|
| PropertyID | Same unique ID as on property sheet | Mandatory | | PROP1 |
| DueAt | Date in DD/MM/YYYY format | Mandatory | | |
| Description | Description of certificate | Mandatory | Max 1000 characters | Gas Safety Certificate |
| Responsibility | Tenant, Agent or Landlord | Mandatory | Who arranges the certificate when next due? | Landlord |
| CertificateType | See annex for available types | Mandatory | Customised types can be added here if required. | GasSafety |

2. Optional Spreadsheet – Property Facilities

In addition to the priority and recommended spreadsheets, we also offer an additional spreadsheet that can be filled in to supplement these. This is optional, and we are able to proceed with importing your data without it if you'd prefer.

| Field Name | Format | Mandatory/Optional | Notes | Example |
|---------------|---|--------------------|---|---------|
| PropertyID | Same unique ID as on property sheet | Mandatory | | PROP1 |
| Facility Type | Text only | Mandatory | Custom types can be added to AgentOS as required. | Garage |
| Comment | | Optional | | |

3. Financial Spreadsheets

As part of your setup, you'll normally speak to our Onboarding team about when you'll start to use the client accounting functionality on AgentOS, and when we'll set an opening balance of your client account on the system. This agreed live date can be at the same time as you start using the lettings and property management side of the system, or at an agreed point later on once you are more familiar with using those areas.

To help with this process we make three accounting spreadsheets available for you to fill in closer to that date, so that you can show what your client account balance is made up of. These are:

- [Landlord Finances](#)
- [Tenant Finances](#)
- [Contractor Finances](#)

IMPORTANT: You only need to fill these spreadsheets in once your accounts live date is agreed. Please check with the Onboarding team first if you are unsure.

Only those landlords, tenants and contractors with a relevant credit or arrears balance need to be included on these spreadsheets. Please leave off any people with zero balance.

PLEASE NOTE: We can only import balances for people included on the original import of lettings data, as we require the unique ID used previously in order to do this. For anyone not imported into the system using the spreadsheets you'll need to allocate their opening balance on AgentOS manually once you go live.

Landlord Finances Spreadsheet

| Field Name | Format | Mandatory/Optional | Notes | Example |
|------------|---|--------------------|---|---------|
| LandlordID | Same unique ID as on landlord sheet | Mandatory | | LAN1 |
| FundsHeld | No £ signs, text format | Mandatory | Total of funds held for the landlord in your client account at your accounts live date, including any float amount (see FloatHeld below). | 1200 |
| FloatHeld | No £ signs, text format | Mandatory | Total of float held currently held in client account for landlord maintenance. Enter 0 if none held. | 600 |

Tenant Finances Spreadsheet

| Field Name | Format | Mandatory/Optional | Notes | Example |
|-----------------|---|--------------------|--|---------|
| TenantID | Same unique ID as on tenant sheet | Mandatory | | TEN1 |
| OutstandingRent | No £ signs, text format | Mandatory | Amount of rent outstanding for individual tenant at accounts live date. Enter 0 if tenant has no arrears | 1000 |
| DepositHeld | No £ signs, text format | Mandatory | Amount of deposit funds either due or held for tenant in client account at accounts live date. Enter 0 here if funds are held externally with a custodial scheme like DPS or LPS, or if no deposit is held/due | 500 |
| FundsHeld | No £ signs, text format | Mandatory | Total of funds held for the tenant in your client account at your accounts live date, including any DepositHeld amount (see above). | 1200 |

Contractor Finances Spreadsheet

| Field Name | Format | Mandatory/Optional | Notes | Example |
|---------------------|---|--------------------|---|---------|
| ContractorID | Same unique ID as on contractor sheet | Mandatory | | CON1 |
| FundsHeld | No £ signs, text format | Mandatory | Total of funds held for the contractor in your client account at your accounts live date. | 250 |

4. Annex

Some fields on the spreadsheet have set types that you are able to use. This section lists these types, they need to be entered to the relevant spreadsheet fields exactly as they appear here (including any capital letters and without any spaces).

PropertyType ([Property Spreadsheet](#))

- House
- FlatApartment
- Bungalow
- Land
- HouseFlatShare
- GarageParking
- CommercialProperty
- TerracedHouse
- EndTerraceHouse
- SemiDetachedHouse
- DetachedHouse
- SemiDetachedBungalow
- TownHouse
- Cottage
- ServicedApartment
- Studio
- Apartment

RentSchedule/InspectionSchedule ([Tenancy Spreadsheet](#))

- Weekly
- FourWeekly
- Monthly
- Quarterly
- SixMonthly
- Yearly

ContractorTypeID ([Contractor Spreadsheet](#))

- CouncilTaxRates
- ElectricitySupplier
- EPCSurveyor
- GasSupplier
- LicensingCouncil
- Maintenance
- WaterSupplier

CertificateType ([Certificate Spreadsheet](#))

- GasSafety
- ElectricalInstallation
- FireAlarm
- EmergencyLighting
- ElectricPortableAppliance
- HMOLicence
- EnergyPerformance
- Legionella