

<b>Column</b>	<b>Column Heading</b>	<b>Mandatory</b>	<b>Content/values</b>
Column A	Move In/Out	Y	Moving in' or 'Moving out'
Column B	Landlord	Y	Full name of owner of property
Column C	Tenant 1 Name	Y	Lead tenant name
Column D	Tenant 1 Phone	N	Lead tenant phone number
Column E	Tenant 1 Email	N	Lead tenant email address
Column F	Tenant 2 Name	N	Joint tenant name
Column G	Tenant 2 Phone	N	Joint tenant phone
Column H	Tenant 2 Email	N	Joint tenant email
Column I	Property Reference	N	LLPG UPRN property ref (if held)
Column J	Full Property Address	Y	Full property address, include commas between lines
Column K	Furnished Y/N?	N	Indicate if property furnished by landlord or not
Column L	Start Date	N	Start date of tenancy
Column M	End Date	N	End date of tenancy
Column N	Other Address (optional)	N	Any alternative contact address for lead tenant
Column O	Student Y/N?	N	If landlord is a specialist student landlord, Y
Column P	Place of Study if Student	N	Name of University/Higher Education
Column Q	Student matriculation number	N	Student's matriculation number