

Multiple Tenancy Changes Guidance

If you have any queries about the submission of a spreadsheet, please contact landlordmultipletenancychange@manchester.gov.uk

1. Purpose of the Spreadsheet

The spreadsheet allows you to report multiple tenancy changes to Manchester City Council in one submission. This includes moves in, moves out, and changes across any number of properties you manage. Please note, it cannot change ownership details.

There is no limit to the number of changes you can submit at once.

Using the Council's official template is essential, submitting a different format spreadsheet may delay updates to your council tax accounts.

2. How to Name the Spreadsheet File

You must name the file using this format:

CompanyName_yyyymmdd

Example: If your company is "AAA Housing" and you are submitting changes on 30 January 2026, your file name should be: **AAAHousing_20260130**

3. How to Submit the Completed Spreadsheet

Once the spreadsheet is complete, send it to:

landlordmultipletenancychange@manchester.gov.uk

Email Subject Line:

Multiple tenancy change submission [company/organisation name]

(for example "Multiple tenancy change submission AAA Housing")

This ensures the submission is processed quickly by the Council's systems.

4. What information you must include in the spreadsheet

Each column in your spreadsheet records a specific detail about either:

- The tenancy change (move in/move out)
- The landlord
- The tenants
- The property
- Student information (if relevant)

Where columns are marked Mandatory = “Yes”, you must complete them for every row.

Examples:

- **Move In / Move Out** must always be recorded (“Moving in” / “Moving out” or “Move in” / “Move Out”).
- **Landlord name** is always required.
- **Tenant name** is always required
- **Full property address** is required.

Anything marked “No” is optional but strongly recommended if available, as it helps the Council process updates smoothly.

Column	Column Heading	Mandatory	Content / Values
Column A	Move In/Out	Yes	“Moving in” or “Moving out”
Column B	Landlord	Yes	Full name of owner of property
Column C	Tenant 1 Name	Yes	Lead tenant name
Column D	Tenant 1 Phone	No	Lead tenant phone number
Column E	Tenant 1 Email	No	Lead tenant email address
Column F	Tenant 2 Name	No	Joint tenant name
Column G	Tenant 2 Phone	No	Joint tenant phone
Column H	Tenant 2 Email	No	Joint tenant email
Column I	Property Reference	No	LLPG UPRN property reference (if held)
Column J	Full Property Address	Yes	Full address, include commas between lines
Column K	Furnished Y/N?	Yes	Indicate if property is furnished by landlord. Yes if furnished. Leave the field blank if not.
Column L	Start Date	Yes (if it is a move in)	Start date of tenancy
Column M	End Date	Yes (if it is a move out)	End date of tenancy
Column N	Other Address (optional)	No	Alternative contact address for lead tenant
Column O	Student Y/N?	No	“Y” if landlord is specialist student landlord
Column P	Place of Study if Student	No	Name of University / Higher Education institution
Column Q	Student Matriculation Number	No	Student’s matriculation number