

## 1. Definitions

All RSLs (large and small) are asked to submit data to NROSH.

Large RSLs are those owning and/or managing 1,000 or more properties and small RSLs are those owning and/or managing less than 1,000 properties.

However, small RSLs within a group structure are, for the purposes of NROSH, are asked to submit under the same principles as the large RSLs.

## 2. NROSH Submission Guidance

The following outlines a range of principles which guide RSLs when they submit data to NROSH:

- Records of all current stock are submitted to NROSH;
- Records of historic stock are provided, including all stock owned and/or managed from 1st April 2007 (or an earlier date if possible);
- All records are submitted through a data upload via a toolkit, DIY solution or via the spreadsheet facility for small RSLs;
- All uploads of data conform to the XML schema;
- All data uploads conform to the Release 4 data standards;
- Large RSLs upload data to NROSH each month;
- Small RSLs upload data to NROSH at least quarterly;
- All RSLs ensure that at the year end, the data held within NROSH is correct as at 31st March.

## 3. Record Inclusion

All RSLs submitting data should ensure that records of all stock currently owned and/or managed, and all records of any stock owned and/or managed at any time since 1st April 2007 but no longer in the stock, are included within their NROSH data submissions.

It is essential that the records of all properties included in an NROSH data submission which no longer form part of the owned and/or managed stock (i.e. those that have been disposed of since the last upload) contain the stock flow information (Fields 107 and 108). These fields provide information on the method and date of disposal. Without this information disposed stock will show as current stock.

Records of any owned and/or managed properties acquired since 1st April 2007 should include the stock flow fields (Fields 107 and 108), to show how these properties were acquired and when.

Where reasonably practicable records of any additional properties owned and/or managed prior to 31st March 2007, but not before 1st April 2005, should also be included.

## 4. Submission method

All data submissions made to NROSH must be in the XML format. Files in alternative formats will not be accepted. XML files are created by using toolkits, DIY solutions or the spreadsheet provided for small RSLs.

Information about how to obtain the small spreadsheet is available on the NROSH website.

All data submissions to NROSH must be compliant to the Release 4 data standards. Release 4 incorporates changes and additions to data fields that are essential for production of the RSR.

The NROSH Technical helpdesk will provide you with a user name and password to upload your data.

## 5. Field Completion

RSLs submitting data to NROSH should ensure they complete eight mandatory fields for all stock.

Large RSLs, and small RSLs within a group structure, should also complete 31 priority fields for all stock.

Small RSLs (not within a group structure) should complete 24 priority fields for all stock.

Further details of the priority data items for large and small RSLs can be found at the NROSH website.

## 6. Data submission timelines

By March 2010 all large RSLs should submit their mandatory and priority fields to NROSH monthly. All small RSLs should submit their mandatory and priority fields quarterly, or more frequently if possible.

Additionally, in order for data to be related to the RSR it is important that data are also provided as at 31st March, including stock flow information.

A grace period of up to 10 working days for data submission will be provided from 31st March so that RSLs can ensure that the data on their housing management system have been updated and cleansed as necessary to ensure that the annual year-end upload is accurate.

## 7. Submission responsibility

The property owner is the party who should ensure the data on that property is submitted. However, the owner may delegate this responsibility to a third party. The owner of the property should ensure that they or the third party submit data according to the principles above. The owner should work closely with managing agents to ensure that records are accurate and to ensure that only one submission for each property is made to avoid duplication of data.

Records for properties managed by an RSL, but owned by a landlord that is not an LA or RSL, should also be provided. However, the manager should check with the landlord that the property record is not being provided to NROSH by any other agency.

## 8. Further guidance

For further guidance please refer to information on the NROSH website

[www.tenantservicesauthority.org/NROSH](http://www.tenantservicesauthority.org/NROSH)

This site includes full technical information on NROSH data standards, NROSH RSL priority data fields, field definitions, XML schema and toolkits as well as contact details for the NROSH helpdesks.