Property Factors (Scotland) Act 2011

Property Factors Registration System

File Upload Specification

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Revision History

Version	Date	Author	Revision Details
1.0	24/07/2012	Chris Nesbitt	Final Version
1.1	31/07/2012		
1.2	24/08/2012		Updated for Stage 2 release
1.3	27/03/2018		Updated for mandatory postcode field

1.   Introduction

The Property Factor Register case management system provides a facility by which Property Factors can add multiple properties and/or lands within a single bulk submission. The purpose of this facility is to provide an alternative to manually adding each property and/or land via the data capture screens.

A single property or land record takes on average 30 seconds to add manually. Based on this the table below illustrate the likely time required to manually add records:

Record Count	Hours	Mins	Seconds	Total
1	0	0	30	30
10	0	5	0	300
100	0	50	0	3000
1000	8	30	0	30000

Data upload file types must be of comma-separated values (.CSV) format. The preparation and submission of the CSV file(s) is the responsibility of the Property Factor. CSV files must adhere to the specification as outlined within this document. CSV submissions which contain validation errors will be rejected in their entirety. Properties and/or lands which are duplicated within the CSV submission or already present within the master list will not be duplicated within the system.

Property Factors are advised to decide between preparing a CSV file to use with the bulk upload facility or manually adding records via the data entry screen.

* A maximum of 25,000 records can be uploaded at any one time.

2. Property Upload

2.1. File Specification

The table below provides the order, data type, size and mandatory status of each field to be contained within the CSV file. Where mandatory is TRUE a value must be supplied.

Field Name	Data Type	Size	Mandatory	Description
Address line 1	Alphanumeric	100	TRUE	1st line of the property address
Address line 2	Alphanumeric	100	FALSE	2nd line of the property address
Address line 3	Alphanumeric	100	FALSE	3rd line of the property address
Town	Alphanumeric	100	TRUE	town of the property
Postcode	Alphanumeric	10	TRUE	postcode of the property
Source system reference	Alphanumeric	50	FALSE	reference to the unique identifier within property factors source system

2.2. File Format

The below example CSV file illustrates a valid property data file:

```
1 Main Street,Corstorphine,,Edinburgh,,EH1 1AB,
2 Main Street,Corstorphine,,Edinburgh,,EH1 1AB,
3 Main Street,Corstorphine,,Edinburgh,,EH1 1AB,
4 Main Street,Corstorphine,,Edinburgh,,EH1 1AB,
5 Main Street,Corstorphine,,Edinburgh,,EH1 1AB,
6 Main Street,Corstorphine,,Edinburgh,,EH1 1AB,
7 Main Street,Corstorphine,,Edinburgh,,EH1 1AB,
8 Main Street,Corstorphine,,Edinburgh,,EH1 1AB,
9 Main Street,Corstorphine,,Edinburgh,,EH1 1AB,
10 Main Street,Corstorphine,,Edinburgh,,EH1 1AB,
1 High Street,,,Dundee,,DD1 1DD,
2 High  Street,,,Dundee,,DD1  1DD,
3  High  Street,,,Dundee,,DD1  1DD,
4  High  Street,,,Dundee,,DD1  1DD,
5  High  Street,,,Dundee,,DD1  1DD,
6  High  Street,,,Dundee,,DD1  1DD,
7  High  Street,,,Dundee,,DD1  1DD,
8  High  Street,,,Dundee,,DD1  1DD,
9  High  Street,,,Dundee,,DD1  1DD,
10 High Street,,,Dundee,,DD1 1DD,
1 Quarry Gardens,Quarry Park,Douglas,Perth,Perthshire,PH1 1PH, 2
Quarry  Gardens,Quarry  Park,Douglas,Perth,Perthshire,PH1  1PH,  3
Quarry  Gardens,Quarry  Park,Douglas,Perth,Perthshire,PH1  1PH,  4
Quarry  Gardens,Quarry  Park,Douglas,Perth,Perthshire,PH1  1PH,  5
Quarry  Gardens,Quarry  Park,Douglas,Perth,Perthshire,PH1  1PH,  6
Quarry  Gardens,Quarry  Park,Douglas,Perth,Perthshire,PH1  1PH,  7
Quarry  Gardens,Quarry  Park,Douglas,Perth,Perthshire,PH1  1PH,  8
Quarry  Gardens,Quarry  Park,Douglas,Perth,Perthshire,PH1  1PH,  9
Quarry Gardens,Quarry Park,Douglas,Perth,Perthshire,PH1 1PH, 10
Quarry Gardens,Quarry Park,Douglas,Perth,Perthshire,PH1 1PH,
```

3.   Land Upload

3.1.   **File Specification**

The table below provides the order, data type, size and mandatory status of each field to be contained within the CSV file. Where mandatory is TRUE a value must be supplied.

Column	Data Type	Size	Mandatory	Description
Location description	Alphanumeric	100	TRUE	General location of where the land is located
Town	Alphanumeric	100	TRUE	Town within which the land is located
Title registration number	Alphanumeric	100	FALSE	
Number of areas maintained	Numerical	N/A	FALSE	
Number of householders billed	Numerical	N/A	FALSE	
Source system reference	Alphanumeric	50	FALSE	
Other land type	Alphanumeric	500	FALSE	A description of the land type(s) maintained which are not included within the options below. Multiple other land types must be separated using a semicolon;
Land type(s) (More than 1 column may be created)	Alphanumeric	50 (per column)	FALSE	A land type chosen from the following list (Multiple items may be chosen and each item must be separated using a comma): - Common Land - Drying Green - Fences - Grass - Hedges - Path - Play Park - Pond - Recreational Ground - River - Shared Green - Shrubbery - Stream - SUDS - Woodland

3.2. **File Format**

The below example CSV file illustrates a valid property data file – note how multiple land types are submitted for some of the land records:

```
Entrance to South Gyle housing development,Edinburgh,A123456,5,20,,,Common Land,Grass,SUDS
Common Ground at Summer Park Village,Aberdeen,B4567,6,30,,,Path,Hedges,Pond,Shared Green
Queen Court Gardens,Glasgow,,12,40,,Park;Field,Shrubbery,Recreational Ground,Woodland
Beach Square Park,Inverness,,3,15,,,Common Land,River
Park View,Perth,,8,45,,,Drying Green,Pond,Shared Green,Shrubbery
```