

**Rent to Own – Wales and Shared Ownership – Wales
Annual Lettings and Sales Return**

Guidance

The completion of all fields is mandatory.

Please use one row per property.

The majority of questions should be answered by selecting from the dropdown menu.

For free text answers, please enter information in the format prescribed in the question.

Copying and pasting from another document

If copying data from other sources please use the paste values option as this ensures formatting and formulas are not copied.

To copy:

Select Data > Right Click > Copy or (Ctrl+C)

To paste:

Select cell > Right Click > 123 (Under Paste Options) or (Ctrl+Alt+V)

Submissions should be sent to RenttoOwn@gov.wales using the EGRESS encrypted data sharing service as detailed in the Reporting Requirements guidance.

Any queries regarding the return should be sent to RenttoOwn@gov.wales