

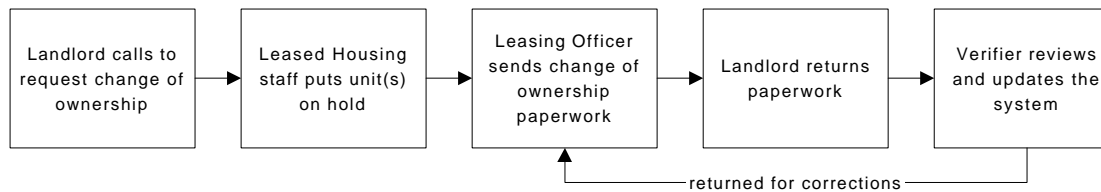
## Leased Housing – Change of Ownership:

### Overview

Currently, the Leased Housing Division of the Boston Housing Authority handles a change of ownership manually until the change is actually completed. Our proposal would automate much of the paperwork and provide better tracking of the requested changes.

### Future Workflow Process Maps:

#### CHANGE OF OWNERSHIP:



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- System should track status of process based on user-defined codes (ex: paperwork pending)
- System should automatically generate change of ownership package for landlord
- System should automatically generate landlord information package if this is a new landlord
- System should flag leasing officer and program control when status has been unchanged for a user-defined number of days
- System should update all contracts including future and pending contracts once landlord information has been updated
- System should maintain a checklist of all clients impacted
- System should allow user to check those clients whose landlord information should be changed
- System should automatically update all client records which have been selected and no other clients
- System should maintain effective date of new ownership
- System should calculate rental amount portions for current and previous owners when effective date is not the 1st.
- System should generate user-defined documents to clients based on the approval of the change of ownership (ex: assignment of lease documents)
- System should continue to calculate rent owed but maintain a hold on the payments
- System should only release back rental payments when claimed by the current or prior landlord and verified by BHA staff

No.	Process	Requirement Description	P*	Comments
1.	Change of Ownership:	System should track status of process based on user-defined codes (ex: paperwork pending)	2	
2.	Change of Ownership:	System should automatically generate change of ownership package for landlord	3	
3.	Change of Ownership:	System should automatically generate landlord information package if this is a new landlord	3	
4.	Change of Ownership:	System should flag leasing officer and program control when status has been unchanged for a user-defined number of days	3	
5.	Change of Ownership:	System should update all contracts including future and pending contracts once landlord information has been updated	1	
6.	Change of Ownership:	System should maintain a checklist of all clients impacted	2	
7.	Change of Ownership:	System should allow user to check those clients whose landlord information should be changed	1	
8.	Change of Ownership:	System should automatically update all client records which have been selected and no other clients	1	
9.	Change of Ownership:	System should maintain effective date of new ownership	1	
10.	Change of Ownership:	System should calculate rental amount portions for current and previous owners when effective date is not the 1 <sup>st</sup> .	1	
11.	Change of Ownership:	System should generate user-defined documents to clients based on the approval of the change of ownership (ex: assignment of lease documents)	3	
12.	Change of Ownership:	System should continue to calculate rent owed but maintain a hold on the payments	1	
13.	Change of Ownership:	System should only release back rental payments when claimed by the current or prior landlord and verified by BHA staff	1	

Legend:

<b>P*riority</b>	1 = Mandatory	2 = Important	3 = Nice to Have
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