

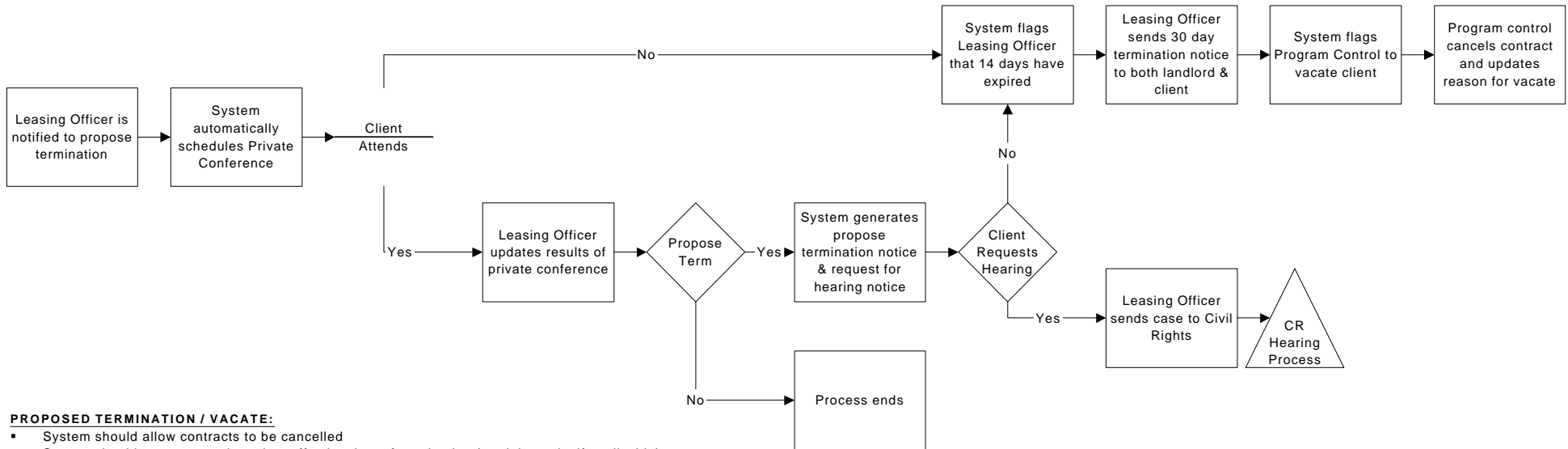
Leased Housing – Proposed Termination:

Overview

Currently, the Leased Housing Division maintains all proposed termination conferences, hearings, and terminations manually in each client's file. Our proposal would allow the process to be tracked and maintained in a centralized database.

Future Workflow Process Maps:

PROPOSED TERMINATION / VACATE:



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- System should allow contracts to be cancelled
- System should pro-rate rent based on effective date of termination (partial months if applicable)
- System should maintain a tickler system to notify Leasing Officers when dates have expired (ex: 14 day propose termination notice expiration date)
- System should automatically update dates for propose termination based on user-defined criteria
- System should maintain a reason for vacate table
- System should generate all customized notices based on user-defined criteria
- System should maintain a history of the private conference (dates, notes, etc)
- System should make the client record available to Civil Rights when the client requests a hearing
- System should maintain vacate date for the client
- System should maintain the hearing decision

No.	Process	Requirement Description	P*	Comments
1.	Proposed Termination / Vacate:	System should allow contracts to be cancelled	1	
2.	Proposed Termination / Vacate::	System should pro-rate rent based on effective date of termination (partial months if applicable)	1	
3.	Proposed Termination / Vacate:	System should maintain a tickler system to notify Leasing Officers when dates have expired (ex: 14 day propose termination notice expiration date)	2	
4.	Proposed Termination / Vacate:	System should automatically update dates for propose termination based on user-defined criteria	2	
5.	Proposed Termination / Vacate:	System should maintain a reason for vacate table	1	
6.	Proposed Termination / Vacate:	System should generate all customized notices based on user-defined criteria	3	
7.	Proposed Termination / Vacate:	System should maintain a history of the private conference (dates, notes, etc)	3	
8.	Proposed Termination / Vacate:	System should make the client record available to Civil Rights when the client requests a hearing	3	
9.	Proposed Termination / Vacate:	System should maintain vacate date for client	1	
10.	Proposed Termination / Vacate:	System should maintain the hearing decision	2	

Legend:

P*riority	1 = Mandatory	2 = Important	3 = Nice to Have
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