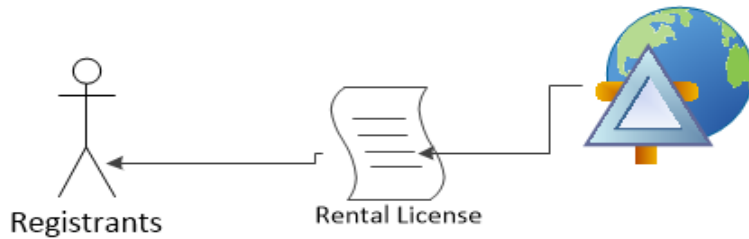
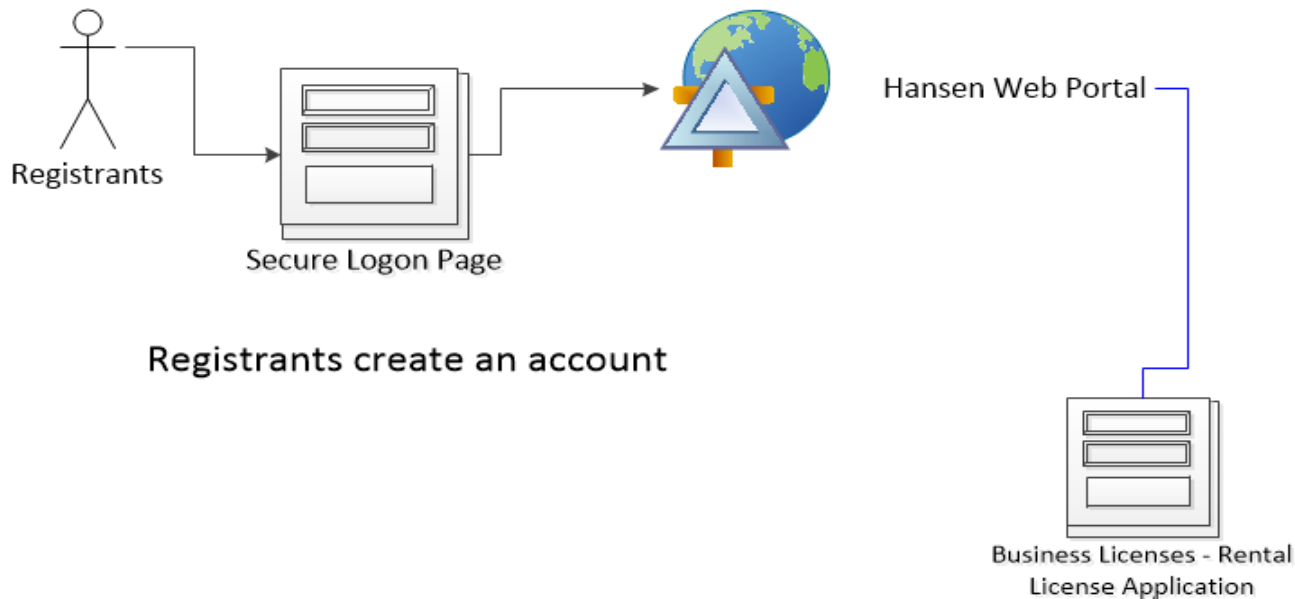

Rental Registry Process Overview

9/13/2016

Rental Registry Process - Section III:

Start



Finish

Registrants only see their information.
City staff only see the information they
are allowed to by role.

Rental Registry Process – Section IV

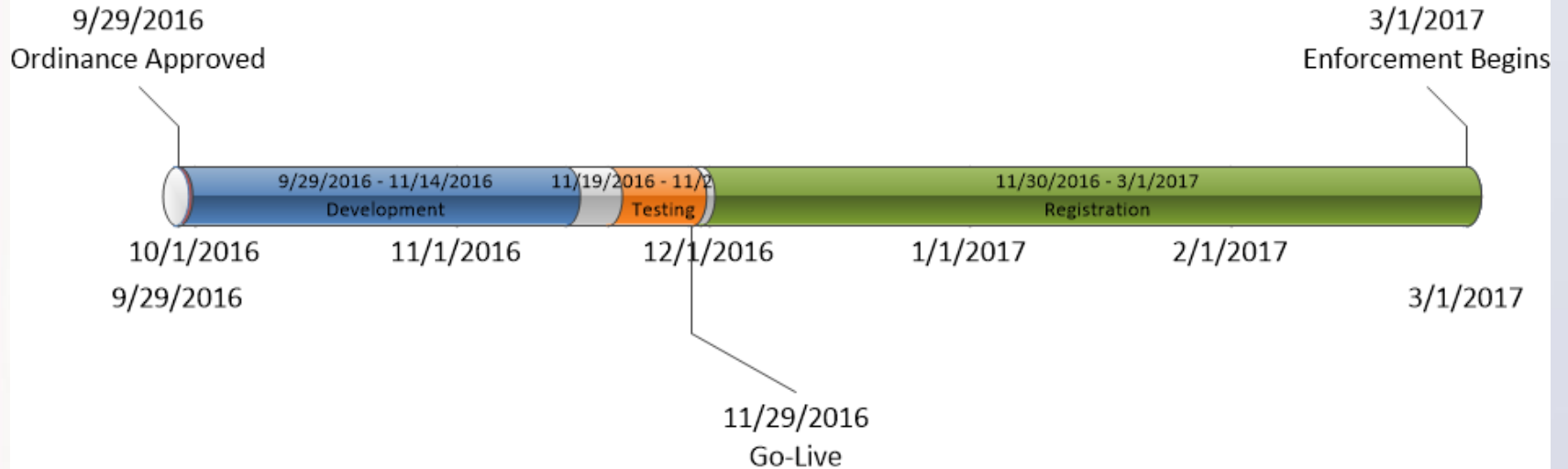
- **Confidentiality:**
 - Registrants are only allowed to see and edit properties they have registered
 - City staff only see information they are allowed to by role
 - If a Rental Registry property is cited for a violation, Rental Registry information may become part of the property maintenance case file, which is viewable on our E-Customer Service Site as part of a violation

Rental Registry Process – Section V

- **Enforcement:**
 - **Code Enforcement Officers will lookup the property in the Hansen Business License module to verify if property is licensed**
 - **There will be a new violation code added to the system so Code Enforcement Officers can cite the violation.**

Rental Registry Process—

Tentative Timeline



Date	Milestone
9/29/2016	Ordinance Approved
11/14/2016	Development
11/19/2016	Testing
11/29/2016	Go-Live
11/30/2016-3/1/2017	Registration
3/1/2017	Enforcement Begins