



DSS Policy Bulletin #2024-004 Date: March 25, 2024

DISTRIBUTION: ALL STAFF

#### SUBMITTING REQUESTS TO DSS FINANCE AND THE LANDLORD MANAGEMENT UNIT (LMU) FOR CHECK PAYMENT AND ELECTRONIC FUNDS TRANSFER (EFT) PAYMENT INFORMATION

Subtopic(s): Rental Assistance Payments, Current, Current NYC, WMS

#### 

This policy bulletin is intended for Department of Social Services (DSS), Department of Homeless Services (DHS), and Human Resources Administration (HRA) staff that submit requests for check and Electronic Funds Transfer (EFT) payment information related to participants in rental subsidy programs who are in housing court. It is information for all other staff.

#### PURPOSE

The purpose of this policy bulletin is to inform staff of the process for submitting requests to the DSS Finance Office's Bureau of Reconciliation and Control (BORAC) and the Homelessness Prevention Administration's (HPA) Landlord Management Unit (LMU) for check and EFT payment information for housing court purposes.

#### BACKGROUND

BORAC is responsible for preparing bank account reconciliations of selected DSS/DHS/HRA programs. LMU is responsible for executing EFT payments to landlords and/or payees on behalf of DSS/HRA/DHS for various rental subsidy programs. Landlords and/or payees can enroll in EFT which allows payments to be electronically transferred into approved bank accounts.

#### REQUIRED ACTION

There may be instances when a landlord's attorney or a participant's attorney contact DSS/DHS/HRA staff to request rental payment information for housing court purposes. If staff do not have access to the Welfare Management System (WMS) or the Current system ("Current") to find this information themselves, or the level of detail requested is beyond what is available in those systems (e.g., endorsement information on back of cashed check), they may submit requests to BORAC or LMU.

Upon request of the landlord, landlord's attorney, participant, or the participant's attorney, BORAC can provide staff with copies of paper checks issued. LMU can provide staff with information on EFT payments.

#### For Copies of Paper Check(s) Issued

If staff do not have access to WMS to obtain check payment history information, or if the level of information requested is not available, they may submit a request to BORAC. To request copies of a paper check(s) issued, staff must send an email to BORAC's Check Services Inventory Control Unit at <u>BORAC-CheckServ-Inventory@dss.nyc.gov</u>.

Staff must include the following information in the email:

- case number;
- benefit number;
- date; and
- amount of the payment(s).

BORAC will provide the payment information to staff. Staff can then forward the copies to the requestor.

#### For EFT-Related Inquires

Staff with access to Current can generate the payment history and banking documents from Current to forward to the requestor.

**Note:** Please refer to the How to View a Landlord Record User Guide (<u>DSS-27b</u>) for instructions on how to find the payment history and banking documents.

Landlords with a Current NYC account can also review payments made to them. If landlords do not have access to Current NYC or cannot find the information requested, staff can direct landlords to contact LMU at <u>HPALandlordMGMT@hra.nyc.gov</u>.

If staff do not have access to Current or cannot find the information requested, staff can also email LMU on behalf of the participant or the participant's attorney to request the information.

Staff must include the following information in the email:

- case number;
- benefit number;
- date; and
- amount of the payment(s).

LMU will research the request and provide staff with the information. Staff can then forward the information to the requestor.

#### Effective Immediately

#### **RELATED ITEM:**

#### HRA-PB-2023-015

#### **ATTACHMENT:**

**DSS-27b (E)** Current User Guide - How to View a Landlord Record (07/15/2021)



## How to View a Landlord Record Guide

Published Date 6/17/2021

Version 2.0



Human Resources Administration Department of Homeless Services

DSS-27b (E) 07/15/2021 (page 1 of 17)

#### Contents

Overview of the Landlord Record	3
Who is This Document For?	4
Landlord Types and Roles	6
Locate and View a Landlord Record	7
View a Record – Personal Information Tab	10
View a Record – Properties Tab	12
View a Record – Payments Tab	13
View a Record – Documents Tab	15
View a Record – Change Log	16
View a Record – Notices Tab	16

#### **Overview of the Landlord Record**

This document explains the process of viewing a landlord record in the Current System.

In Current, landlord is a broad term that includes property owners, property managers, designated payees, or brokers. Current users view the landlord record for information about a Landlord with one or more of these roles. The landlord record includes data about the landlord, and information about the buildings, units, tenants, and other landlords to which they are linked. The landlord record also contains documents linked to the property or unit.

Most DHS and HRA Current users have access to view the Landlord record including those with read only access. However, the ability to edit or add landord records is restricted to users in business units that are responsible for vetting these changes.

Landlord records can be added to Current in a few different ways:

- Converted from HAPS The HAPS system was the application used by the Rental Assistance Unit (RAP) to manage the landlord records and rental payments in the CityFHEPS, HOME TBRA, EPVA and MRT subsidy programs. With the implementation of Current, all HAPS records will be migrated to the Current system.
- From POS as Cash Assistance (CA) and FHEPS clients complete recertifications or newly apply for Cash Assistance, a record is created for the landlord.
   In rental assistance applications – when a provider enters landlord, payee, and broker
- 3. In rental assistance applications when a provider enters landlord, payee, and broker information in a rental assistance application, landlord records are created in Current.
- 4. By users Current authorized users in certain business units can create new landlord records.

When Current goes live in 2021, it will only have landlord records converted from the HAPS system. Landlord records will be added from the other three sources over time. Approximately one year after Current goes live, by late 2022, it will have a record for any payee actively receiveing rental payments or CA only cases receiving a shelter allowance from HRA.

#### Who is This Document For?

- DHS, HRA and DSS programs can search the database of landlord records
- Users with the system role of caseworker, supervisor, or administrator. Please note that these roles are not civil service or functional titles. These roles are system roles that define the level of access a user has in Current.

The business unit drives access to the landlord record. Specified business units will have the ability to complete the following tasks:

- <u>View Landlord Records</u> the ability to search for specific landlord records and view the landlord record, including contact info, properties, payment history, documents, notices, and change log.
- Add/Edit Landlord Records ability to create landlord records and update the personal information section of existing records.
- Add/Update Landlord Payment Details Ability to change ownership for a property or update the andlord's payment preferences.
- Initiate and Process/Claims on a Landlord Record the ab lify to process claims (security vouchers and SSAF) submitted by a landlord.

Please see the matrix noted below for details on access permissions for the capabilities within the landlord record:

#### KEY:

- **X No Access** Users are not able to access the functionality defined in the column heading
- Read Only Users will only be able to view including a workflow but will NOT be able to add or edit
- Add/Edit Users will be able to add new information and update existing information

Business Unit	View Landlord Records	Add/Edit Landlord Record	Add/ Update Landlord Payment Details	Initiate/ Process Claims
Landlord Management Unit (LMU)	>	ž	Ĩ	ž
HOME-TBRA Unit	<		<b>v</b>	<b>~</b>
Rental Assistance Program Checks	×	<b></b>	-	~
FHEPS Centralized Determination Unit (FCDU)	<b>·</b>	X	<b>~</b>	~
Rental Assistance Unit (RAU)	<b>&gt;</b>	X	<b>~</b>	<b>~</b>
Domestic Violence (DV)			- The second sec	~
Landlord Ombudsman Services Unit (LOSU)	4	<b></b>	é	~
Centralized Rent Processing Uni: (CRPU)	~	<b></b>	é	<ul> <li>✓</li> </ul>
Prevention and Community Support (PCS)	✓			~
Public Engagement Unit (PEU)	~	é	é	<ul> <li></li> </ul>
Office of Supportive/Affordable Housing & Services (OSAHS)	~	é	é	<ul> <li></li> </ul>
APS Community Guardianship (APS)	~	é	í.	<ul> <li></li> </ul>
Homeless Diversion Program (HDP)	<b>&gt;</b>	X	X	X
Prevention Assistance and Temporary Housing (PATH)	~	í	X	X
Housing Referral Processing Unit (HRPU)	×	X	<ul> <li>Image: A start of the start of</li></ul>	✓
DHS Programs	>	X	✓	✓
Office of Program Accountability (OPA)	>	✓	✓	✓
Office of Central Processing (OCP)	>	<b>~</b>	✓	<b>~</b>

If you are aware of inaccurate landlord information in Current but do not have access to edit records, please contact the landlord management unit at <u>HPALandlordMGMT@hra.nyc.gov</u>

#### Landlord Types and Roles

There are two types of landlord records - business and individual

- A business landlord is an LLC or other corporation that has a business tax identification number (TIN) or employer identification number (EIN).
- An individual landlord is a person who operates using their name and social security number.

The landlord can have up to four different roles based on their relationship to the linked properties. These roles include:

- Owner
- Broker
- Payee
- Property Manager

Although landlords can have multiple roles, there are rules restricting the roles that a landlord can have to a single property. For example:

- A landlord CAN be an owner of and a payee for the same property
- A landlord CAN be a property manager and a payee for the same property
- A landlord CANNOT be an owner of and a broker for the same property
- A landlord CANNOT be the owner and property manager for the same property
- A landlord CAN be an owner of one property and a broker for <u>another</u> property
- A landlord CAN be an owner of one property and the property manager of another property
- A landlord CANNOT be an owner and a payee for the same lease

#### Locate and View a Landlord Record

To locate and view the Landlord record, please follow the steps outlined below:

1. To navigate to the Search page, click **Search** at the top of the Dashboard page.

Tasks: DHS Programs	ig Out	Account Lo	Administration	ports A	Repo	Jser Management	arch U	<b>s (4)</b> Se	Task	iment	A Environm	ent7 a	Urre
All Tasks My Tasks Assigned To All   Show All Unassigned Task Type Description Record Program Assigned To Due Date ? Application Purpling 2009;20:1 Overdue Application tenning Submission Wickly troops in a landlord, Select the Search ype droppdown and select Landlord. Corrent On Environment Tasks (4) Sciarch Use Management Reports Administration Account Tenants Organ Current Case Status Landlords I I I I I I I Clear All							1			rams	Progra	DHS P	Tasks:
Asigned To All   Show All Unassigned  Task Type  Description  Record  Program  Assigned To  Due Date †  Application  Prinding Submission  Record  PriEPS  O3/08/201  Overdue  Overdue  Application  Rending Submission  Record  Record  PriEPS  O4/06/201  Overdue  Overdue  Overdue  Coverdue  Coverdu												My Tasks	All Tasks
All   Show All Unassigned  Task Type Description Record Program Assigned To Due Date †  Application Profiger####################################													Assigned To
Task Type       Description       Record       Program       Assigned To       Due Date 1         Application       Pending Attractionsment       Model attraction       PHEPS       03/08/201       Overdue         Application       Pending Submission       Model attraction       Pending Attraction       Overdue         Application       Pending Submission       Model attraction       Pending Submission       Model attraction       Overdue         Correction       Pending Attraction       Model attraction       Select the Secarch       Pype droppdowyn and select Landlord.         Correction       Pending Attraction       Tasks (#)       Select the Management       Reports       Administration       Account         Tenants       Program       Current Case Status       All       V       Clear All									b	ow All Unassign	Show	•	All
Application Pending Submission Models (100 and 100 and			te T	Due Date	_	Assigned To	ram	Pro	ecord		escription	De	Task Type
Application tenting Submitteen terms to be a constrained of the search o		Overdue	2021	03/08/20			HEPS		ker Meuse	essment A	nding Asses	Pe	Application
2. To search for a Landlord, Select the Search Vpe dropdown and select Landlord.		Overdue	202 1	04/06/20			an 8		ску Моцее	mistion M	ending Subm	Pe	Application
Current       Reports       Acministration       Account         Tenants       Program       Current Case Status       Clear All       Clear All		ndlord.	select <b>La</b> i	vn and	dow	n Type drop	Search	lect the	ord, Sel	a Land	h for a	o searc	2. T
Tenants V Tenants Landlords All V All V Clear All	Log Out	Account	Acministration	Reports	R	User Management	Search	asks (4)		mmerit	DA Environ	ent7	Urre
Tenants     Program     Current Case Status       Landlords      All     Clear All	Add New	+									5	nts ~	Tenar
Landlords All T All Clear All						se Status	Current Case		ram	Prog	5		Tenants
				ar All	Clear	۲	All	•		AI	2	ls	Landlord
Properties												25	Propertie

- 3. On the Landlord search page, search by entering or selecting one of the following criteria:
  - a. Name, address, etc. in the search bar
  - b. Role (Owner, Payee, Broker, Property Manager)
  - c. EFT (No EFT, All EFT, Partial EFT, n/a)
  - d. Type (Individual, Business)



#### 4. The Search Results section displays all results based on the criteria entered.



5. View additional details about the landlord by selecting anywhere in the row (except the hyperlinks). The details pane pops out on the right side of the screen.

Urrent	QA Environment		Tarks (4)		User Marc		Report	ts Administration	Account	Log Out
Landlords	1						Γ	Adam L Owner, Broker, Payee		×
Search Q. ad	×	All		All		Type All		Contact Information		~ ^
Search Results	(56) Report							Individual/Business Individual		
Name +	Primary Contact		Robels)		Property Addre	nales)	5	Phone 111-111-1111	Email	
Action (	Adamit		Owner, Broker, Payer		54 Addresses			Mailing Address		
Adunt	Adami,		Owner, Broker, Payee Manager	, Property	2 Addresses		Nes	136-Ave, Flushing, NY 11111		
Adam V	Adam W		Payee, Owner, Prope Manager, Biblier	ly .	19 Addresses		Yes			
Adamo F	Marrio I		Owner, Payee		10 Addresses		110	Properties		— ~
Adams	Adamo I.		Owner, Broker, Payne		# Addresses		No	Payments		~ ~
add me (	$\bigcirc$		Owner, Payer, Broner danager	, Property	Adaptester		340	License Information		~
address Google	(100000		Owner, Payne		1		Nip	Tax Information		~
Adata	6		Server, Property Base	pire'	/		//**		_	

6. Open records for the Landlord or Property from the search results by selecting the **Name** and **Property Address** hyperlinks in the results section. If multiple addresses are displayed instead of a single street address, the landlord is linked to several buildings, and selecting the hyperlink will display a list of the properties.

(urrent)	QA Enviro	onment		Tasks (4)	Search	User Mar	agement	Report	s Adr	ninistratio	n Account	Log Out
Landlords	~										1	+ Add New
Search			Role		EFT		Туре		Landlord Ac	count		
Q, ad		×	All	•	All		All	•	All	•	Clear All	
Search Results	(56)	Export										
Name 1	Primar	y Contact	6	Role(s)		Property Add	ress(es)	Landlor	d Account		EFT	
Adam L	Adam	E8		wner, Broker, Paye	ж	14 Addresses	<b>C</b>	No			All EFT	
Adam W	Adam	L_		Owner, Broker, Paye Manager	e, Propert	y 2 Addresses		No			n/a	

#### View a Record – Personal Information Tab

The Personal Info tab list the role(s) the landlord serves (i.e., owner, broker, payee, or property manager). The tab displays the following:

- 1. Landlord type business or individual
- 2. Contact information for the landlord including the mailing address\*, phone number and a contact person for business landlords
- 3. Landlord role(s) a landlord can have multiple roles
- 4. The Point of Contact a DSS staff person and their business unit



\*The mailing address on the Personal Info page may be different than the payment address. To see the payment address, go to the Payments tab.

Depending on the role of the landlord, additional information may be available.

- 1. Tax Information displays in owner records only. This section displays the SSN for an owner who is an individual, TIN, or EIN. The tax address where the landlord receives their 1099 form.
- 2. Agent section displays the First and Last name, Phone Number, and Email address for the agent.
- 3. Broker License section displays the License Number, States, and Expiration Date of the license.



#### View a Record – Properties Tab

The Properties tab displays any workflow in a Pending status and Properties.

In addition to being accessible in a task queue, workflows in pending status can be accessed from the properties tab. Pending workflows will show up at the top of the screen. Because a record can have just one workflow in progress at a time, it can be helpful to check the properties tab for any pending workflows before starting a new one to be sure you are not blocked.

#### **Properties**

The properties tab displays a list of all properties associated with the landlord and their roles.

- 1. The property cards display information about the property, including the owner, payee, and property manager. If any of these are unknown, n/a will display instead of the name.
- 2. To see units within the building, select the arrow on the far-right side of the screen. The number of units displayed to the left of the arrow indicates how many units within the building are known to the Current system. This number may not be the total number of units in the building.

Urrent     Current     Taski (d)     Search     User Management     Reports     Administration       Back to Search     1     Bm/L     Itandiord     Im/L     Itandiord     Im/L     Im/L <td< th=""><th>Account Log Out</th></td<>	Account Log Out
© Pending Decision Owner Change Owner Change submitted by LMU SUP on 04/15/2021	Review
© Denied Payment Change	Review
Properties           100 St           Owner Enterprises         Payer 2 Payees	23 units >

#### View a Record – Payments Tab

The Payments page displays historical payment records across all programs and any future subsidy payments scheduled to be made through Current.

- 1. To view the **payment history**, select **View As** either an Owner, Payee, or Broker.
  - a. Selecting owner will show any payments made for units that the landlord owns, regardless of whether the payments went to that landlord or a designated payee.
  - b. Selecting payee will show any payments made to that landlord, regardless of whether the landlord owns the property to which the payments are associated.
  - c. All rent payments will display in the landlord payment history regardless of the system that issued the payment.



- 2. To view upcoming payments that have not yet been made select the **Show Scheduled Payments** checkbox
  - a. Only those payments that are made through Current will display as scheduled.
  - b. Single issuance payments made in POS and recurring payments from WMS (e.g., shelter allowance) will not display as scheduled payments because they are scheduled outside of Current.

Urren	<b>t</b> 7 。	A Environment		Tasks <mark>(4)</mark> Se	arch User M	lanageme	nt Repo	rts A	dministration	Account	Log Out
Back to Search	· / A	dam L	Lar	dlord							Actions 🗸
Personal Info	Prop	erties Paymer	nts D	ocuments Change	e Log Notices	Acc	ount				
🖄 Payme	nts				_						
fiew as: Ow	ner	Payee Broke	er 🗆 :	Show Scheduled Payme	ents 2						
				Date Range		Pa	ryment Status		Payment Code		
Q Search Nam	ie, Addres	is, Check #, etc.	Г	Start Date - End	Date		All	٠	All	•	Clear All
3.	To f addit a. <b>S</b> b. <b>D</b> c.	Iter the re ional infor iearch Fie Date Rang he calenda avment lote: sele	sults matic eld – ge – stati stati	or search fo on into the f Search Nam Enter State <u>15</u> – To viev	r a specifi ields: ne/ Addres Date – En / all the di s to view	c pay ss, Ch c Dat ropdo list in	ment o leck #. e or sel wn mei this qu	r set o ect th nu opt	f payme e calend icns, scr	nts, ent ar icon oll up o	er to ope r dowr
		iote: sele			S LO VIEW	nst m	unis gu	iue.	امد محدما		طميريم
	a. 💾	vayment	Code		all the dro	paow	n menu	ι ορτιο	ns, scroi	up or o	aown.
		iote: sele		yment code				ie.			
urrent	7 QAE	Environment	<u>та</u> та	sks (4) Search	User Management	Repo	ets Admin	istration	Account L	og Out	
C Back to Search	/ Ac	lam L	Landlord						Actio	es 🗸	
Personal Info	Propert	ies Payments	Docume	nts Change Log	Notices Accou	nt.					
S Paymer	ar 3:	Bruker Check R, etc.	C) Show S	cheduled a Solution of Control	Page	3c	)	3d yment Code	) 	tar All	
Results (5	) Expe	ort PDF									
WMS Case #	lasved	Payment Pariod	Amount	Payment Code	Account	Check #	Tenant Name	Payue	Status		
1111111111	03/23/21	01/01/21-01/31/21	\$523.00	SE ChyRHEPS	132 Avenue	nia	0323 v3	Adam L	* Paid		
111111111	03/23/21	02/01/21-02/28/21	\$\$23.00	SE CityPHEPS	132 Avenue	n/a	0323 v3	Adam L	· Paid		
1111111111	03/23/21	03/01/21-03/31/21	\$523.00	SE CITYPHEPS	132 Avenue	rv'a	0323 v3	Adam L	* Paid	_	
1111111111	03/23/21	04/01/21-04/30/21	\$523.00	SE ChyPHEPS	132 Avenue	n/a	0323 +3	Actam L	· Poid		
1111111111	n/a	in/a-n/a	\$0.00	ZA SOTA Upfront 1 Year	000000006780	n/a	Gan	Adam L	• Rejected	C	

DSS-27b (E) 07/15/2021 (page 14 of 17)

4. If a payment needs to be reissued, select the **Circle Arrow** C next to the status column (i.e., Cancelled, Stopped, Rejected). To learn more about Reissue Payments see the Payment Management user guide and video.

Back to Search / Adam L	Landlord						Actions 🗸
Personal Info Properties Payments	Documents Change Log	Notices Accou	unt				
Payments							
was: Owner Payee Broker	Show Scheduled Payments Date Range	Payr	ment Status		Payment Code		
Q. Search Name, Address, Check #, etc.	Start Date - End Date	Al	II.		All	•	Clear All
Results (5) Export PDF							
Results (5) Export PDF WMS Case # Issued Payment Period	mount Paymint Circle	Account	Check #	Fenant Name	Payee	Status	
Results (5)         Export         PDF           WMS Case #         Issued         Payment Period           111111111         03/22/21         01/01/21-01/31/21	Amount Payment Cirde \$\$23.00 SE Cruff (EP)	Account 112 Ave tue	Check #	Tenant Name	Payee Adam L	Status • Paid	
Results (5)         Export         PDF           WMS Case #         Issued         Payment Period           1111111111         03/23/21         01/01/21-01/31/21           1111111111         03/23/21         02/01/21-02/28/21	SS23.00 SE CryFHEPS S523.00 SE CryFHEPS	Accounts 112 Avenue 132 Avenue	Check #	Tenant Name 0323 v3 0323 v3	Payee Adam L Adam L	Status • Paid • Paid	
Results (5)         Export         PDF           WMS Case #         Issued         Payment Period           111111111         03/23/21         01/01/21-01/31/21           1111111111         03/23/21         02/01/21-02/28/21           1111111111         03/23/21         02/01/21-02/38/21	Implinit         Payment Clicke           \$233.00         SE CrivFHEPS           \$523.00         SE CrivFHEPS           \$523.00         SE CrivFHEPS           \$523.00         SE CrivFHEPS	Account 112 Avenue 132 Avenue	Va Va Na	Tenant Name 0323 v3 0323 v3 0323 v3	Payee Adam L Adam L Adam L	Status • Paid • Paid • Paid	
Results (5)         Export         PDF           WMS Case #         Issued         Payment Period           111111111         03/23/21         01/01/21-01/31/21           111111111         03/23/21         02/01/21-02/28/21           111111111         03/23/21         02/01/21-03/31/21           111111111         03/23/21         03/01/21/03/31/21           111111111         03/23/21         04/01/21/04/30/21	ImoUnt         Payment Clide           \$\$23.00         SE CrivFHEPS           \$523.00         SE CrivFHEPS           \$\$23.00         SE CrivFHEPS	Account 112 Avenue	ha ha ha nja n/a	Fenant Name 0323 v3 0323 v3 0323 v3 0323 v3	Payee Adam L Adam L Adam L	Status • Paid • Paid • Paid • Paid	

#### View a Record – Documents Tab

The Documents tab displays documents linked to the landlord's record. Documents can be linked in a few different ways:

- Added by the landlord in the Current NYC landlord portal
- Uploaded as part of a rental assistance application
- Uploaded by DSS staff

Documents that may be linked to a landlord's record include

- Property deeds
- W-9 and IRS verification
- Security voucher?
- Account ownership documents
- Broker's license

The Document table lists the Type, Verification, Property, and Date.

1. To view the Document, select the **Document Type** hyperlink and the document will open in a new tab.

Grrent QA Enviro	onment	Tasks (4	) Search	User Man	agement	Reports	Administration	Account	Log Out	
< Back to Search / Adar	n L	Landlord							Actions 🗸	
Personal Info Properties	Payments	Documents	Change Log	Notices	Account					
Documents										
Document Type	Verifica	tion		Property			Date 4			
Contract Agreement	ty Ownership		5 Sundown	5 Sundown			12/02/2021			
Change of Payment Instruction	Payment Change		320 St - Unit 1	320 St - Unit 101			12/02/2021			

#### View a Record – Change Log

The Change Log tab displays changes made to the landlord record with key information about the change: Date & Time the change was made, the user who made the change, and the Business Unit/Organization of the user.

Select the Arrow to the left of the Date & T me to expand a change event and view additional information about a change.

 Personal Info Properties Payments Doluments Changes Notices
Change Log

# Due & Time Business Unit/ Organization 12/15/20 02:50 PM PCS Changes . . Payee change from Enols Holmes to Enols Holmes to 12/14/20 07:46 AM 12 1557D466 FC8631F0

#### View a Record – Notices Tab

The Notices tab displays the notices sent to the Landlord from Current. Notices issued outside of Current are not displayed.

The notices table includes the Form Name, Form #, Language, Generated By (staff who approved or denied the workflow that resulted in the notice), Date of issue, and Status. All Notices will be indexed in the HRA One Viewer or Landlord Viewer if it only pertains to the landlord record.

1. All the notices will hyperlink to a PDF copy in a new tab.

Current .	Environment	Tasks (4)	Search	User Mana	gement	Reports	Administration	Account	Log Out
< Back to Search / A	dam L	Landlord							Actions 🗸
Personal Info Prope	rties Payments	Documents	Change Log	Notices	Account				_
Notices									
Form Name	Form #	Language		Generated By		Date 4	Stat	us	
Notice of Renewal Approval to Landford	DSS-8a	English		RK Test Supe	ervisor	10/01/2021		Pending	
Notice of Renewal Approval to Landlord	DSS-8a	English		Test Supe	ervisor	05/24/2021		Pending	

