

ATTACHMENT 8 – DATA ELEMENTS

Data Model Name	Property Information	Property Maintenance	Property Maintenance Record Keeping	Contractor Information	Property Tracking
Business Process	Add/Edit Property Information	Property Maintenance Detail	Add/Edit Property Information	Maintain Contractor Information	Add/Edit Property Information
Data Model Description	Attributes of the property from PINs, RecordEase and ancillary systems.	Attributes associated with maintaining the property from PINs, RecordEase and ancillary systems.	Attributes associated with information gathering of maintained properties.	Contractor information used in Apex and in ancillary systems	Attributes in tracking dates associated with pre-forfeiture activities
Data Model Elements	WHERE IT IS -Tax legal description -US CO recorded legal -Street address -Zip code -City (munic) -School district -Ward (city council) -Commissioner district -Neighborhood Association -Targeted community -Targeted neighborhood -GIS mapping -Elected Official districts WHAT IT IS -Property type -Lot square footage -Zoning -Structural information	-Clean out date -Status of utility on/off date requested -Maintenance services ordered -Property sale indicator (demo, rehab or sale) -Building access indicator (boarded, keyed, key check out, hold harmless) -Demolition status indicator (Y/N) -Demolition status date -Demolition status order for city -Demolition status in progress (Y/N) -Insurance status for OBF risk manager -Lawn/snow linear footage -Lawn/snow start and end date -Inspection form data (initial and subsequent) -HVAC indicator (Y/N) -HVAC notes (?), boiler grants, forced air, other) -Property photos	-Personal property notices -Occupied indicator (Y/N) -Occupant’s name(s) -Rental information -Rent paid (Y/N) -Rent amount -Unit number (if applicable) -Tenant name -Record Code S= for sale R= repurchased P=purchased F=forfeited G=deeded to govt A=avail auction D=delinquent J=judgement -Eviction date -Conveyance date (for reverter) -State deed # -Dates of posted notices on property (dates, no trespass, city specific) -Transaction type (e.g. purchase)	-Contract number (purchasing) -Contractor name -Contractor contact info -Contractor type -Contractor service type -Contractor work performed -Invoice amount -Contamination indicator -Invoice/AP Data -Charge back/refund -Date Approved -Amount Approved	-Last day to redeem -Date of forfeiture -Bankruptcy indicator (Y/N) -Sherriff’s notice date -Forfeiture notice date -NER finance and commerce publication dates -Proposed auction date (if known) -Days on TFL inventory -CPED purchases Market value Memo of understanding Targeted communities Total prop allowed per year -Point of sale indicator (Y/N) -City hold status indicator (Y/N) Date held Date expiration Date released -City Code compliance

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		-Hennepin Property manager (maintenance?)	-Environmental status indicator (yes/no)		-CNC meeting date
		-Sidewalk (Y/N) -Winterized (Y/N) -Security list (patrol frequency) Start/end dates Changes Schedule	-Recorded document number in RecordEase -311 complaints -State deed fee collected -Environmental conditions -Mail date (state deed) -Wetlands (public waters?) -Previous owner info. in RecordEase -Condemened/VBR status indicator (Y/N) -Service fees -Nuisance abatement -City appraised value -Abstract or Torrens indicator (A/T) -TFL contract filing fee/monthly and yearly -Relevant property (legal opinions, directives)		