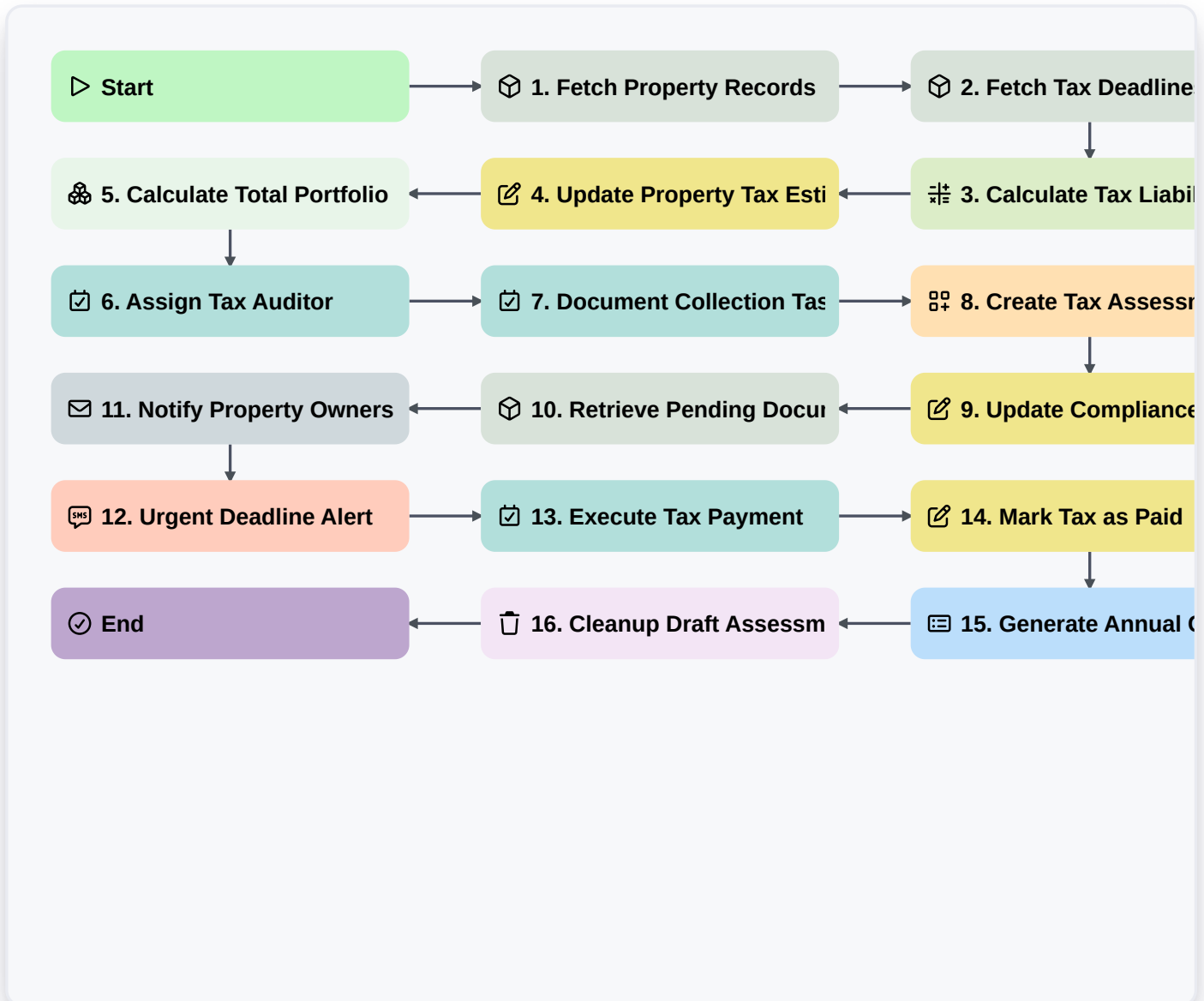


Property Tax And Compliance Management Workflow



▶ Start

Start of the Workflow/Process.

📦 1. Fetch Property Records

Retrieve all property entries from the Property Data Model to initiate the annual compliance check.

📦 2. Fetch Tax Deadlines

Retrieve the global tax calendar to identify upcoming payment due dates.

🔢 3. Calculate Tax Liability

Calculate the total tax amount per property using $(\text{Property Value} * \text{Tax Rate}) - \text{Exemptions}$.

✍️ 4. Update Property Tax Estimates

Update the 'Estimated Tax Due' field in the Property Data Model with the newly calculated values.

🔗 5. Calculate Total Portfolio Liability

Sum the 'Estimated Tax Due' from all property entries to get the total projected expenditure.



6. Assign Tax Auditor

Create a task for the Compliance Officer to verify the accuracy of the calculated tax amounts.

7. Document Collection Task

Create a task for Property Managers to upload updated deed or occupancy certificates.

8. Create Tax Assessment Record

Create a new entry in the 'Tax Assessments' data model for the current fiscal year.

9. Update Compliance Status

Update the 'Compliance Status' field of the property to 'Under Review' once the audit begins.

10. Retrieve Pending Documents

Check the Document Data Model for any missing required compliance files.

11. Notify Property Owners

Send an email to property owners regarding their upcoming tax obligations and estimated amounts.

12. Urgent Deadline Alert

Send an SMS alert to the Finance Manager if a tax payment deadline is within 48 hours.

13. Execute Tax Payment

Create a task for the Accounting Department to process the actual payments to the municipality.

14. Mark Tax as Paid

Update the 'Payment Status' in the Tax Assessment record to 'Paid' after the transaction is verified.

15. Generate Annual Compliance Report

Create a comprehensive PDF report summarizing all paid, pending, and overdue property taxes for the year.

16. Cleanup Draft Assessments

Delete any incomplete or erroneous draft tax assessment entries from the previous cycle.

End

End of the Workflow/Process.