



# TACOMA HOUSING AUTHORITY

## RESOLUTION 2010-6-23 (3)

DATE: June 23, 2010  
TO: Board of Commissioners  
FROM: Michael Mirra, Executive Director  
RE: Approval of tenant account receivable write offs

### **Background**

Every so often, THA should write off bad debts left owing by tenants or voucher participants. These debts arise when a program participant leaves the public housing or Housing Choice Voucher program with a balance owing, generally from unit damage, unpaid rent, tenant fraud/unreported income or abandonment of an assisted unit.

Until we write off these debts, they stay on the active tenant ledger in our accounting system and General Ledger (GL). The receivable balance also remains as part of our Tenant receivables that we report to HUD on our year end financials. At year end, we report them as an Allowance for bad debt, which also is reported as a bad debt on the GL. This number gets higher and higher each year when write offs are not done, which does not reflect well on the agency. We present this resolution to write off such bad debts. This is the first time THA has done this is quite a while. For this reason the write off balance is considerably higher then it will be in the future, once we settle into a regular schedule of such write offs. We will present write offs on a more regular basis to keep up on these collections in the future.

Once we write off the debt, we take it off THA's receivable balance and refer it to a collection agency to make an attempt to collect. THA will receive 50% of any proceeds that are collected.

Each individual included in this tenant account write off has been notified of their debt. THA mails two notices to the last known address of the individual. These notices provide the opportunity for the individual to pay the debt or enter into a repayment agreement with THA. Sending a tenant to collections is the last resort for THA to collect the tenant debt.

### **Recommendation**

Approve Resolution 2010-6-23 (3) authorizing THA to write off tenant accounts totaling: \$32,644.01.



# TACOMA HOUSING AUTHORITY

## RESOLUTION 2010-6-23 (3)

### Writing Off Bad Debts

**WHEREAS**, Tacoma Housing Authority (THA) provided housing services to Housing Choice Voucher and Public Housing participants who discontinued housing assistance with debt owing to THA.

**WHEREAS**, each individual included in this tenant account write off has been notified of their debt and given the opportunity to pay prior to this resolution.

*Resolved by the Board of Commissioners of the Housing Authority of the City Of Tacoma, Washington, that:*

1. Approve Resolution 2010-6-23 (3) authorizing THA staff to “write off” the following accounts and send these debts to an external collection agency to pursue collection action:

Client Number	Housing Program	Total Debt
137363	Housing Choice Voucher	\$1130
142114	Housing Choice Voucher	\$1340.52
135693	Housing Choice Voucher	\$792
139593	Housing Choice Voucher	\$978
129045	Housing Choice Voucher	\$79
130095	Housing Choice Voucher	\$1879.17
133180	Housing Choice Voucher	\$8292
	<b>Total for HCV program</b>	<b>\$14,490.69</b>
102997	Public Housing	\$317.18
141531	Public Housing	\$2177.01
132639	Public Housing	\$1319.83
126458	Public Housing	\$202.56
135748	Public Housing	\$4540
140716	Public Housing	\$565.57
122451	Public Housing	\$145.54

<b>Client Number</b>	<b>Housing Program</b>	<b>Total Debt</b>
139122	Public Housing	\$1420.36
143512	Public Housing	938.21
132738	Public Housing	\$99.81
140770	Public Housing	\$1567.32
125392	Public Housing	\$152.01
122264	Public Housing	\$119.99
112247	Public Housing	\$51.24
139823	Public Housing	\$63.15
130876	Public Housing	\$937.12
126155	Public Housing	\$123.75
143287	Public Housing	\$563.32
136328	Public Housing	\$1001.72
124962	Public Housing	\$69.27
140518	Public Housing	\$862.80
140441	Public Housing	\$170.46
124803	Public Housing	\$559.15
140749	Public Housing	185.95
	<b>Total Public Housing</b>	<b>\$18,153.32</b>
	<b>Total</b>	<b>\$32,644.01</b>

**Approved:** June 23, 2010

\_\_\_\_\_  
Ken Miller, Chairman