



TACOMA HOUSING AUTHORITY

RESOLUTION 2018-12-12 (3)

Date: December 12, 2018
To: THA Board of Commissioners
From: Michael Mirra
Executive Director
Re: Approval of Account Receivable Write Offs

This resolution will authorize Tacoma Housing Authority (THA) to write off bad debts associated with tenant or landlord accounts in the amount of \$19,049.41.

Background

THA has established a process of writing off tenant accounts receivable bad debt. THA incurs this bad debt when a program participant leaves the public housing or Housing Choice Voucher program owing a balance. The debt may arise from excessive damage to a unit, unpaid rent, or tenant fraud/unreported income. There are also instances where THA overpays rental assistance to a property owner and the owner has not repaid it to THA.

Until we write off these receivable balances as a bad debt, these balances stay on the active 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 in our year-end financials. Once we write off the debt, we can remove it from THA's receivable balance and assign it to the collection agency for collection purposes. THA receives 50% of any proceeds that the collection agency recovers.

THA has notified each individual of his or her debt included in this write off. THA mailed 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 these debts to collections is the last resort.

THA will not send some of these accounts to collections because the tenants have passed away. Those accounts show below with an asterisk (*).

Recommendation

Approve Resolution 2018-12-12 (3) authorizing THA to write off tenant accounts totaling \$19,049.41.



TACOMA HOUSING AUTHORITY

RESOLUTION 2018-12-12 (3) (Approval of Account Receivable Write Offs)

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

WHEREAS, Tacoma Housing Authority (THA) provided housing assistance payments to property owners in excess to the amount the owner is entitled to receive and the owner has not repaid this amount to THA; and

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; now, therefore, be it

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

Authorizes THA staff to “write off” the following accounts and send these debts to an external collection agency to pursue collection action:

THA Projects Write offs to Collections

THA - S Wright			
	D.Y.	LD-2017-035933	\$ 9,899.25
			<u>\$ 9,899.25</u>
THA - Salishan VII			
	M.H.	LD-2017-029965	\$ 4,023.52
	A.P.	LD-2017-029988	\$ 941.90
	J.K.	LD-2017-029993	\$ 4,184.74
			<u>\$ 9,150.16</u>
	Total THA to Collections:		<u><u>\$19,049.41</u></u>

Approved: December 12, 2018



 Dr. Minh-Anh Hodge, Chair
 STAN RUMBACH