



TACOMA HOUSING AUTHORITY

RESOLUTION 2015-9-23 (1)

DATE: September 23, 2015
TO: Board of Commissioners
FROM: Michael Mirra, Executive Director
RE: Approval of tenant account receivable write offs

Background

This resolution would allow THA to write off \$176,696.99 in bad debts.

Tacoma Housing Authority (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 the Housing Choice Voucher program owing THA money. The debt may arise from excessive damage to a unit, unpaid rent, or tenant fraud/unreported income. There are also instances where THA overpays a property owner with rental assistance payments and the owner has not repaid THA for this amount.

Until THA writes off tenant account receivable balances as a bad debt, these balances stay on the active tenant ledger in THA's accounting system and General Ledger (GL). The receivable balance also remains as part of THA's tenant receivables that we must report to HUD during the year-end financials. Once THA writes off the debt, we remove it from the receivable balance and assign it to a collection agency for collection purposes. THA receives 50% of what 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 chance 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.

We do not send all of the accounts to collections. We do not send accounts of people who have died, who declared bankruptcy or whose balance is less than \$30.00. They show below on the list below with an asterisk(*).

Recommendation

Approve Resolution 2015-9-23 (1) authorizing THA to write off tenant accounts totaling **\$176,696.99**



TACOMA HOUSING AUTHORITY

RESOLUTION 2015-9-23 (1) (Approval of Tenant 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 of the amount the owner is entitled to receive and the owner has not repaid this amount to THA; and

WHEREAS, THA has notified each individual included in this tenant account write off of their debt and given them the chance to pay prior, therefore, be it

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

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

<u>Collection Status</u>	<u>M-O Project #</u>	<u>Client #</u>	<u>Balance</u>
<u>W-O Collect</u>			
	N G Street		
		00005118	<u>\$2,154.38</u>
	6th Ave		
		00006404	<u>\$1,854.78</u>
	Salishan VII		
		XX001052	\$2,535.57
		xx001067	\$3,459.80
		xx001108	\$870.97
		Subtotal	<u>\$6,866.34</u>
	North K Street		
		00127216	\$1,229.82
		00143482	\$449.00
		Subtotal	<u>\$1,678.82</u>
	S Fawcett		

	00006242	<u>\$95.81</u>
S Wright Street		
	00000421	\$41,668.00
	00144406	\$37,596.52
	Subtotal	<u>\$79,264.52</u>
Section 8		
	00007266	\$549.00
	00132904	\$67,404.00
	00134285	\$11,580.00
	718032	\$1,484.00
	712900	\$3,598.00
	Subtotal	<u>\$84,615.00</u>

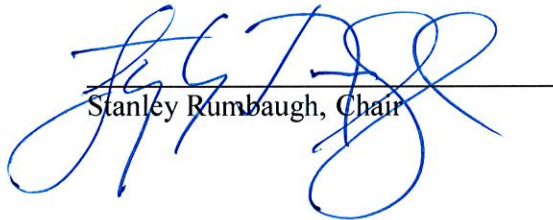
W-O No Collect

S Lawrence Street (Ludwig)		
	00111915	<u>\$76.57</u>
North K Street	00005129	<u>90.77</u>

Grand Total Write Off **176,696.99**

* Uncollectable accounts where tenant is deceased, bankruptcy or old balance under \$30.00

Approved: September 23, 2015


 Stanley Rumbaugh, Chair