



TACOMA HOUSING AUTHORITY

RESOLUTION 2015-6-24 (3)

DATE: June 24, 2015
TO: Board of Commissioners
FROM: Michael Mirra, Executive Director
RE: Approval of tenant account receivable write offs

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 a property owner is overpaid rental assistance payments and the owner has not repaid THA for this amount.

Until THA writes off tenant accounts 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 is reported to HUD the year-end financials. The debt will stay in THA's receivable balance until it is written off and assigned 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 a tenant to collections is the last resort for THA to collect the tenant debt.

Some accounts included in this resolution will not be sent to collections because the tenants have passed away. Those accounts are indicated with asterisks (*) below.

Recommendation

Approve Resolution 2015-6-24 (3) authorizing THA to write off tenant accounts totaling:
\$70,659.37

RESOLUTION 2015-6-24 (3)

A RESOLUTION of the Board of Commissioners of the Housing Authority of the City of Tacoma

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; therefore, be it

Resolved by the Board of Commissioners of the Housing Authority of the City of Tacoma, Washington as follows:

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

Collection Status	M-O Project #	Client #	Balance
W-O Collect		00000225	\$85.67
	N G Street	00130850	\$609.11
		00146364	\$1,111.58
		<i>Subtotal</i>	<i>\$1,806.36</i>
		00004775	\$1,519.96
	6th Ave	00006640	\$529.40
		00143069	\$214.41
		<i>Subtotal</i>	<i>\$2,263.77</i>
	Dixon Village	00144619	\$2,943.05
		xx001002	\$1,042.50
		xx001017	\$509.80
		XX001058	\$2,222.22
	Salishan VII	xx001071	\$2,741.78
		xx001075	\$2,286.50
		xx001088	\$725.00
		<i>Subtotal</i>	<i>\$9,527.80</i>
	S M Street (EB Wilson)	00005805	\$404.12

	00000895	\$89.42	
S Fawcett	00128184	\$2,289.49	
	<i>Subtotal</i>	<i>\$2,378.91</i>	
S Wright Street	00000313	\$44,033.27	
S Lawrence Street (Ludwig)	00120522	\$369.00	
	134446	\$1,021.00	
Section 8	717614	\$1,124.00	
	716333	\$3,566.00	
	<i>Subtotal</i>	<i>\$5,711.00</i>	
W-O No Collect *	N G Street	00117748	\$44.21
	S M Street (EB Wilson)	00125714	\$199.66
		00103289	\$101.26
	S Wright Street	00119882	\$134.08
	<i>Subtotal</i>	<i>\$235.34</i>	
	S Lawrence Street (Ludwig)	00005117	\$742.88
	Grand Total	\$70,659.37	

Approved: June 24, 2015


Stanley Rumbaugh, Chair

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