TACOMA HOUSING AUTHORITY

RESOLUTION 2012-4-25 (2)

DATE: April 25, 2012

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 balance may arise from excessive damage to a public housing unit, unpaid rent, tenant fraud/unreported income or abandonment of an assisted unit.

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

Each individual included in this tenant account write off has receive a notice of his or her debt. THA mails two notices to the last known address. 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.

Two of the accounts included in this resolution will go to collections because the tenants have passed away. Those accounts are indicated with asterisks (*) below. I am still requesting to write off those debts.

Recommendation

Approve Resolution 2012-4-25 (2) authorizing THA to write off tenant accounts totaling: $12,495.31.

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WHEREAS, Tacoma Housing Authority (THA) provided housing services to 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 2012-4-25 (2) authorizing THA staff to "write off" the following accounts and send these debts to an external collection agency to pursue collection action:

TENANT #	AMOUNT
143775	$380.90
146775	$703.93
144664	$414.29
137166	$484.49
143227	$1,556.10
102947	$171.14
144455	$164.84
143271	$2,214.30
142824	$480.75
143227	$677.07
000858	$352.41
115412	$2,129.87
xx000259	$2,244.15
140952*	$143.82
111976*	$377.25
TOTAL BALANCE	**$12,495.31**

*Tenant is deceased and balance will not be sent to collections

Approved: April 25, 2012

Greg Mowat
Janis Flauding, Chairman