TACOMA HOUSING AUTHORITY

RESOLUTION 2012-9-26 (3)

DATE: September 26, 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 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 we write off tenant accounts receivable balances as a bad debt, these balances 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 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 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 2012-9-26 (3) authorizing THA to write off tenant accounts totaling: $60,417.41.

TACOMA HOUSING AUTHORITY

RESOLUTION 2012-9-26 (3)

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.

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.

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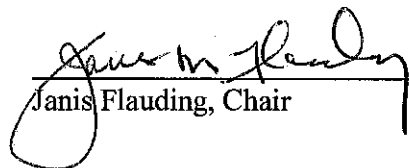
1. authorizes THA staff to "write off" the following accounts and send these debts to an external collection agency to pursue collection action:

Accounts to be written off and sent to collections		
Project or Section 8	**TENANT #**	**BALANCE DUE**
Fawcett Apts.	139340	*$39.82*
Hillside Terrace Apts.	133648	*$436.94*
Scattered Sites	132825	$2,266.54
	109468	$2,772.42
	127277	$930.54
		$5,969.50
Stewart Court Apts.	XX001166	$3,455.43
	XX000270	$201.05
	XX000987	$2,845.62
	XX000725	$2,863.14
		$9,365.24
Salishan 7	XX001038	*$3,376.30*
Section 8	117775	$7,452.00
	00000779	$91.20
	134328	$5,302.00
	131102	$7,678.00
	132025	$6,660.00
	146090	$386.00
	103598	$1,138.00
	132162	$969.00
	210016 OWNER	$6,814.00
	00003448	$47.00
	128248	$1,004.00
		$37,541.20
Total to Write off and send to collections		**$56,729.00**

Accounts to be written off and not sent to collections		
Project or Section 8	**TENANT #**	**BALANCE DUE**
North K St. Apts.	130863	$ 132.90
	124899	$11.42
		$144.32
EB Wilson Apts.	140887	$116.86
	124651	$30.89
	144457	$2.09
	140853	$91.77
		$241.61
Fawcett Apts.	132382	*$92.74*
Wright St. Apts.	130830	*$112.95*
Ludwig Apts.	107653	*$77.76*
G St. Apts.	133324	$219.66
	143256	$573.70
		$793.36
6th Ave. Apts.	443	$95.72
	132359	$151.83
	143559	$102.65
	126162	$33.47
		$383.67
Section 8	4615	$26.00
	100283	$1,816.00
		$1,842.00
Amount to be written off and not sent to collections*		**$3,688.41**

*This total includes accounts where tenant is deceased or the balance is under $30.

Approved: September 26, 2012

Janis Flauding, Chair