



TACOMA HOUSING AUTHORITY

RESOLUTION 2010-9-22 (1)

DATE: September 22, 2010
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 receivable bad debt. This debt is incurred when a program participant leaves a THA program with a balance owing. The balance may be incurred by excessive damage to a public housing unit, unpaid rent, tenant fraud/unreported income or abandonment of an assisted unit.

Until we write off tenants 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 are reported to HUD on our year end financials. At year end, they are reported as an Allowance for bad debt, which also is reported as a bad debt on the GL. This number gets higher and higher each year when write offs are not done, which does not reflect well on the agency. Initial write offs were conducted in June. As we continue to systematically go through the ledgers for the different projects we will be writing off old balances. As this currently represents a 3+ year period, they will be significantly higher until we become current.

Once the debt is written off, it is taken off of THA's receivable balance and is then provided to the collection agency in order for the agency to attempt to collect. THA will receive 50% of any proceeds that are collected.

Each individual included in this tenant account write off has been notified of their debt. THA mails 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.

Recommendation

Approve Resolution 2010-9-22 (1) authorizing THA to write off tenant accounts totaling: \$34,944.54.



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WHEREAS, Tacoma Housing Authority (THA) provided housing services to Housing Choice Voucher and 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 2010-9-22 (1) authorizing THA staff to "write off" the following accounts and send these debts to an external collection agency to pursue collection action:

Client Number	Client Program	Total Debt
XX000708	Stewart Court	1,783.91
XX000256	Stewart Court	3,112.25
XX000432	Stewart Court	1,228.71
XX000187	Stewart Court	973.32
XX000191	Stewart Court	839.35
XX000710	Stewart Court	1,320.23
XX000258	Stewart Court	4,975.34
XX000276	Stewart Court	2,588.05
XX000678	Stewart Court	2,518.60
XX000264	Stewart Court	2,669.00
XX000241	Stewart Court	2,728.52
XX000228	Stewart Court	4,039.15
XX000272	Stewart Court	2,750.31
XX000194	Stewart Court	1,933.32
XX000729	Stewart Court	1,484.48
Total:		34,944.54

Approved: September 22, 2010


Dr. Arthur C. Banks, Chairman