



TACOMA HOUSING AUTHORITY

RESOLUTION 2011-01-26 (1)

DATE: January 26, 2011
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 the public housing or Housing Choice Voucher 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.

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.

One account from Rental Assistance will probably jump out at the board. One family has been terminated from the program due to fraud. During our investigation we have found that the family had an additional person in the household for at least 5 years. We were able to verify the person and their income causing an overpayment of over \$30,000. This file has been forwarded to the Office of Inspector General's office for further follow up.

Recommendation

Approve Resolution 2011-1-26 (1) authorizing THA to write off tenant accounts totaling: \$61,742.59.



TACOMA HOUSING AUTHORITY

RESOLUTION 2011-1-26 (1)

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 2011-1-26 (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 |
|---------------|----------------|------------|
| 142527 | Public Housing | 1,347.53 |
| 128034 | Public Housing | 363.31 |
| 102701 | Public Housing | 203.20 |
| 127937 | Public Housing | 193.35 |
| 122998 | Public Housing | 1,652.77 |
| 141349 | Public Housing | 338.70 |
| 102204 | Public Housing | 97.31 |
| 140852 | Public Housing | 193.49 |
| 121400 | Public Housing | 135.00 |
| XXX0358 | Public Housing | 654.36 |
| 146357 | Public Housing | 120.57 |
| 146631 | Public Housing | 145.62 |
| XXX0415 | Public Housing | 362.25 |
| 127874 | Public Housing | 206.88 |
| XXX0330 | Public Housing | 1,457.03 |
| 136069 | Public Housing | 120.45 |
| 144208 | Public Housing | 164.90 |
| 140896 | Public Housing | 73.48 |
| 102773 | Public Housing | 134.19 |

| Client Number | Client Program | Total Debt |
|-------------------------------------|--------------------|--------------------|
| 139276 | Public Housing | 1,309.56 |
| 143984 | Public Housing | 3,134.06 |
| 139812 | Public Housing | 764.65 |
| 128342 | Public Housing | 219.76 |
| 126382 | Public Housing | 145.17 |
| 110057 | Public Housing | 43.02 |
| 129352 | Public Housing | 312.23 |
| 125851 | Public Housing | 228.09 |
| 143585 | Public Housing | 355.84 |
| 142792 | Public Housing | 2,767.36 |
| 114162 | Public Housing | 4,452.12 |
| 143364 | Public Housing | 815.98 |
| Security Deposits not refunded | | 2,800.00 |
| Sub Total-Public Housing | | \$22,688.40 |
| XXX000446 | Non Public Housing | 130.00 |
| XXX000183 | Non Public Housing | 2,399.05 |
| XXX000238 | Non Public Housing | 4,469.31 |
| XXX000196 | Non Public Housing | 1,135.00 |
| XXX000243 | Non Public Housing | 597.83 |
| Sub Total Non-Public Housing | | \$8,731.19 |
| 145448 | Affordable Housing | 30,323.00 |
| Sub Total-Affordable Housing | | \$30,323.00 |
| TOTAL WRITE-OFFS | | \$61,742.59 |

Approved: January 26, 2011


 Dr. Arthur Banks, Chairman