



RESOLUTION 2023-11-08 (7)

Date: November 8, 2023

To: THA Board of Commissioners

From: April Black
Executive Director

Re: Approval of Accounts Receivable Write-Offs

This resolution would authorize THA staff to "write off" debts associated with landlord accounts.

BACKGROUND

THA has established a process of writing off owner-receivable bad debt. THA incurs this bad debt when a program participant leaves the Housing Choice Voucher program without timely notifying THA, creating overpayments to the property owner that need to be refunded to THA.

Until we write off owner accounts receivable balances as bad debt, these balances stay on the Housing Assistance Payment (HAP) ledger in our accounting system. The receivable balance remains part of our owner 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 the collection agency for collection purposes. THA receives 50% of any proceeds that the collection agency recovers.

THA has notified each owner of his or her debt included in this write-off. THA mailed two notices to the last known address of the owner. These notices allow the owner to pay the debt or enter a repayment agreement with THA. Sending these debts to collections is the last resort. Any of these accounts not sent to collections because the balances are past the statute of limitations or the balances are immaterial (under \$50) are shown below with an asterisk (*).

RECOMMENDATION

Approve Resolution 2023-11-08 authorizing THA to write off tenant accounts totaling \$12,267.00.



RESOLUTION 2023-11-08 (7)

(Approval of Accounts Receivable Write-Offs)

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

WHEREAS, Tacoma Housing Authority (THA) provided housing assistance payments to property owners in excess of the amount the owner is entitled to receive, and the owner has not repaid this amount to THA.

WHEREAS, each individual included in this property owner's 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, as follows:

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

| Ledger # | Balance |
|---------------------------------|---------------------------|
| LD-2020-047013 | \$2,032.00 |
| LD-2018-038264 | \$1,187.00 |
| LD-2017-036654 | \$3,026.00 |
| LD-2017-006085 | \$1,246.00 |
| LD-2017-027896 | \$600.00* |
| LD-2017-028305 | \$571.00* |
| LD-2017-028471 | \$557.00* |
| LD-2020-048917 | \$3,048.00 |
| | <u>\$12,267.00</u> |
| Total THA Write Off | <u>\$1,728.00</u> |
| Total THA to Collections | <u>\$10,539.00</u> |

Approved: November 8, 2023

Dr. Minh-Anh Hodge, Chair