



## RESOLUTION 2024-12-11 (10)

**Date:** DECEMBER 11, 2024

**To:** THA Board of Commissioners

**From:** April Black  
Executive Director

**Re:** Approval of Accounts Receivable Write-Offs - Tenant

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*This resolution would authorize Tacoma Housing Authority (THA) staff to "write off" bad debts associated with tenant accounts in the amount of \$20,558.52.*

### 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 was overpaid rental assistance payments and has not repaid THA for this amount.

Until we write off tenant accounts receivable balances as 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 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 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.

RECOMMENDATION

Approve Resolution 2024-12-10 authorizing THA to write off tenant accounts totaling **\$20,558.52**.



**RESOLUTION 2024-12-11 (10)**

**(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 services to Public Housing and Housing Choice Voucher participants who discontinued housing assistance with debt owing to THA; and

**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; and

**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; now, therefore, be it

**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:

	Account #	Balance
<b>Salishan Seven</b>	t0026805	\$1,782.00
	t0026796	\$361.00
	t0026696	\$191.00
	t0026700	\$7,236.00
	t0026703	\$906.52
	t0026719	\$5,742.00
	t0026714	\$4,340.00
	<b>Total Write-off</b>	<b>\$20,558.52</b>
<b>Write-off only*</b>	<b>\$0.00</b>	
<b>Total to Collections</b>	<b>\$20,558.52</b>	

**Approved: December 11, 2024**

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**Derek Young, Chair**