

PHAC # 3

APR 23 2012



Chandler • Arizona

Where Values Make The Difference

MEMORANDUM - Neighborhood Resources Division - PHAC Memo No. HD12-07

DATE: APRIL 9, 2012

TO: PUBLIC HOUSING AUTHORITY COMMISSION

THRU: RICH DLUGAS, CITY MANAGER RD
JEFF CLARK, FIRE CHIEF ^{JC}
JENNIFER MORRISON, NEIGHBORHOOD RESOURCES DIRECTOR ^{JM}

FROM: KURT KNUTSON, HOUSING AND REDEVELOPMENT MANAGER ^{KK}

SUBJECT: RESOLUTION NO. H0097 AUTHORIZING THE APPROVAL OF THE WRITE OFF OF \$8,735.50 IN PUBLIC HOUSING TENANT ACCOUNTS RECEIVABLE AS UNCOLLECTIBLE

RECOMMENDATION

Staff and the Housing and Human Services Commission recommend approval of Resolution No. H0097 to the Public Housing Authority Commission, authorizing the write off of \$8,735.50 in Public Housing Tenant Accounts Receivable as uncollectible.

SUMMARY

The U.S. Department of Housing and Urban Development requires the Chandler Public Housing Authority to write off uncollectible Public Housing Program tenant rent accounts. The Housing and Redevelopment Division has a total of 14 tenant accounts posted for write off.

BACKGROUND

The writing off of uncollectible, tenant accounts receivable is a recommended and regular accounting practice. As Resolution No. H0097 indicates, the Housing and Redevelopment Division is requesting the write off of 14 tenant accounts. These tenants have left the conventional public housing program owing the City of Chandler varying amounts for back rent, maintenance, and miscellaneous charges. All of the accounts have had no activity for approximately six months and have been turned over to a collection agency in hopes that the debts could be collected. To date, no payments have been received through the collection agency on these accounts. At this time, we are requesting that the accounts be written off as uncollectible.

The attachment indicates the balances that are designated for write off. Some families were evicted for negative behavior including criminal activity and some families vacated their housing units with substantial damage to the dwelling. In several cases, the level of labor and materials required to repair the units led to a number of high maintenance charges.

Out of the \$8,735.50 staff is requesting in write-offs, the amount breaks down as follows: \$82.40 for rent, \$8,463.10 for maintenance charges and \$190.00 for late and attorney fees.

Please note that in the case of each of these accounts, the debt information has been entered into a nationwide Housing Authority network. Each housing agency in the state and most of the country belongs to this network and checks all new applicants for housing assistance as a component of the program screening process. Should any of the parties on the list attempt to be housed on any housing program in the State of Arizona, or nation, their name and information will appear as outstanding and they should not be housed until the full debt is repaid to the housing agency who is owed the funds.

FINANCIAL IMPLICATIONS

The total amount of uncollectible accounts for this write off is \$8,735.50. The current Public Housing budget includes a line item for the write off of uncollectible accounts. The amount of this year's write off is \$2,328.69 more than the amount written off in 2011 and includes four (4) more accounts than were written off in the previous year. All costs associated with the write off of uncollectible tenant debt are funded by the Department of Housing and Urban Development.

PROPOSED MOTION

Move to approve Resolution No. H0097 to the Public Housing Authority Commission authorizing the approval of the write off of \$8,735.50 in Public Housing tenant accounts receivable as uncollectible.

RESOLUTION NO. H0097

A RESOLUTION OF THE CHANDLER PUBLIC HOUSING AUTHORITY COMMISSION OF THE CITY OF CHANDLER, ARIZONA, AUTHORIZING THE APPROVAL OF THE WRITE OFF OF \$8,735.50 IN PUBLIC HOUSING TENANT ACCOUNTS RECEIVABLE AS UNCOLLECTIBLE

WHEREAS, the Low Rent Accounting Handbook 7510.1, Chapter 3, Section 13 provides for write off of collections for tenant accounts receivables deemed uncollectible and;

WHEREAS, the accounts listed below are considered to be uncollectible;

NOW, THEREFORE, BE IT RESOLVED by the Chandler Public Housing Authority Commission of the City of Chandler, Arizona, as follows:

Section 1. That the following accounts be charged to collection losses:

Accounts Receivable Write Off – March 2012

Customer Number	Address	Outstanding Amount
81169	130 N. Hamilton, Unit # 16	170.77
81331	130 N. Hamilton, Unit # 33	1,127.96
814010	130 N. Hamilton, Unit # 40	1,339.71
81512	130 N. Hamilton, Unit # 51	1,893.14
82190	210 N. McQueen, Unit # 19	263.53
82405	210 N. McQueen, Unit # 40	357.21
83078	73 S. Hamilton, Unit # 7	299.14
83289	73 S. Hamilton, Unit # 28	923.14
84205	660 S. Palm Lane, Unit # 20	70.56
Total Family Sites (AMP # 1)		6,445.16
85061	127 N. Kingston, Unit # 6	84.14
85186	127 N. Kingston, Unit # 18	66.00
86052	440 W. Harrison Street	675.88
86173	142 W. Linda Lane	539.11
86782	3321 N. Carriage Lane	925.21
Total Kingston and Scattered Sites (AMP # 2)		2,290.34
Grand Total		\$ 8,735.50

The Write off amount represents invoices of the following types:

Rent	\$ 82.40
Maintenance	8,463.10
Attorney Fees	110.00
Late Charges	80.00
Grand Total	\$ 8,735.50

ADOPTED by the Chandler Public Housing Authority Commission of the City of Chandler, Arizona,
this _____ day of _____, 2012.

ATTEST:

CITY CLERK

JAY TIBSHRAENY, CHAIRMAN

CERTIFICATION

I HEREBY CERTIFY that the above and foregoing Resolution No. H0097 was duly passed and adopted by the Chandler Public Housing Authority Commission, Chandler, Arizona, at a regular meeting held on the _____ day of _____, 20____, and that a quorum was present thereat.

CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

CAB