



Alexandria Redevelopment and Housing Authority

**Commissioners:** Daniel Bauman, *Chairman*                      Anitra Androh                      Christopher Ballard  
Peter Kleeblatt, *Vice-Chairman*                      Carter Flemming                      Karl Sandberg  
Merrick Malone                      Salena Sellers                      Kevin Harris

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**Keith Pettigrew, Chief Executive Officer**

**DATE:** December 16, 2019  
**TO:** Daniel Bauman Chairman of the ARHA Board of Commissioners  
**FROM:** Keith Pettigrew, Chief Executive Officer  
**SUBJECT: Vote to approve Resolution No. 688-2019, Authorizing Staff to Write-Off Vacated Tenant Accounts.**

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**Issue**

ARHA needs to write-off outstanding vacated tenants' accounts that are not likely going to be collected during FY 2019.

**DISCUSSION:**

ARHA is required by the U.S. Department of Housing and Urban Development to write-off uncollectible accounts receivables that have never been collected from vacated tenants. Staff has completed reconciling the uncollected accounts and has verified that vacated accounts for current year. Staff has determined that these balances will most likely not be collected and that the uncollected balances should be removed from ARHA's Tenants Accounts Receivable. Although these accounts will be written off, ARHA will continue to pursue the collection of these amounts through various methods such as entering the uncollected amounts into HUD's Enterprise Income Verification System, using a collection agency, and denying access to new rental assistance when families apply to other ARHA properties or Programs.

**RECOMMENDATION:**

That ARHA's Board of Commissioners vote to approve Resolution No. 688-2019, Authorizing Staff to Write-Off Vacated Tenant Accounts Receivable and to continue collection efforts for these accounts.

**FISCAL IMPACT:**

Approximately **\$46,502.99** reduced from Tenant Accounts Receivable



**THE ARHA BOARD OF COMMISSIONERS**  
**AUTHORIZES THE WRITE-OFF TO COLLECTION LOSS OF CERTAIN VACATED TENANTS**  
**ACCOUNTS FOR FISCAL YEAR 2019**

**RESOLUTION No. 688-2019**

**WHEREAS**, the Alexandria Redevelopment and Housing Authority is carrying on its records certain vacated tenants' accounts which we consider uncollectible; and

**WHEREAS**, that in each case the Authority has exhausted all reasonable efforts to collect these amounts; and

**WHEREAS**, in each case neither address nor the employment of the former tenant is known to us.

**NOW, THEREFORE**, be it resolved by the Board of Commissioners of the Alexandria Redevelopment and Housing Authority that the following vacated tenant's accounts totaling \$46,502.99 be written off as uncollectible.

The undersigned attest that the Alexandria Redevelopment and Housing Authority adopt the foregoing resolution.

Adopted this \_\_\_\_\_

**ATTEST: ALEXANDRIA REDEVELOPMENT AND HOUSING AUTHORITY**

By: \_\_\_\_\_  
Daniel Bauman, Chairman

By: \_\_\_\_\_  
Keith Pettigrew, Chief Executive Officer

