

<b>TITLE: PUBLIC HOUSING TENANT ARREARS WRITE OFF</b>	<b>SECTION: FINANCIAL SERVICES</b>
<b>DATE: August 14, 2008</b>	<b>POLICY NO.: FNS-III-01</b>
<b>APPROVED BY: Resolution No. 2008-124 Resolution No. 2010-95</b>	<b>REVISED/REVIEWED DATE: August 12, 2010</b>

**1. POLICY STATEMENT**

It is the policy of the Board to provide for the write off of delinquent public housing tenant arrears to fairly reflect aged balances on the financial statements of the Board.

**2. PROCEDURES:**

1. A delinquent account deemed uncollectible less than \$100 will be approved for write off by Board staff.
2. A delinquent account deemed uncollectible over \$100 will be approved for write off by the Board of Directors.
3. Acceptable reasons for the write off of a delinquent account are as follows:
  - a. death of a tenant,
  - b. discharge of bankruptcy, or
  - c. declaration by collection agency that the tenant cannot be located and/or the account cannot be collected.

**3. IMPLEMENTATION OF PROCESS AND PROCEDURES**

The Chief Administrative Officer shall ensure that appropriate Directives detailing process and procedures are issued and maintained to implement and carry out the intent of this policy.