

RESOLUTION #2016-15

WRITE-OFF UNCOLLECTABLE RENT BALANCES

WHEREAS, the Housing Authority of the Borough of Highland Park, New Jersey, (the “Authority”) has an account with a balance owed by one vacated resident at the end of fiscal year March 31, 2016, and;

WHEREAS, the Authority desires to delete the balances from the total Tenants Accounts Receivable for Project NJ0442; and

WHEREAS, writing off the balances does not in any way constitute a waiver of obligation on the part of the vacated residents to pay the balance owed, and;

WHEREAS, the listed vacated residents owe a balance to the Authority as follows:

<u>Tenant ID #</u>	<u>LOCATION</u>	<u>VACATED STATUS/DATE</u>	<u>ACCOUNT BALANCE</u>
xx0057	213 S. 6 th Ave.	Evicted 10/6/15	\$1,606.00

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the Borough of Highland Park, New Jersey, that authorization to write off the above listed balances from tenant accounts receivable totaling \$1,606.00 is approved.

Motion to adopt Resolution #2016-15 moved by Commissioner Martinez and seconded by Commissioner Chen and upon roll call, the vote was as follows:

ROLL CALL: Chen Chudnick Hersh Martinez Monk Reh Sedehi
AYES: Chen Hersh Martinez Monk Reh
NAYS: None
Abstain: None
Absent: Chudnick Sedehi

I hereby certify that the above is a true and exact copy of the Resolution adopted by the Board of Commissioners of the Housing Authority of the Borough of Highland Park at their Regular Meeting of March 9, 2016.

Donna F. Brightman, Secretary

Approved as to legal form:

Terrence Corriston, Esq.

MEMORANDUM

To: The Board of Commissioners of Highland Park Housing Authority
From: Kathleen DiTomasso, Director of Finance
Date: March 1, 2016
RE: Explanation to Resolution - Write-Off Uncollectable Rent Balance

I have prepared a resolution to write off one vacated tenant balance from the tenant accounts receivable that remains uncollected in fiscal year end March 31, 2016.

This account contains rent charges, late fees and excess utility charges. The tenant security deposit has been applied to the account and the remaining balance has been submitted for collection through the collection agency of record. This vacated tenant balance is considered uncollectable. Any future funds recovered by the collection agency shall be applied toward the uncollected balance.

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