

**RESOLUTION #2017-14**

**WRITE-OFF UNCOLLECTABLE RENT BALANCES**

**WHEREAS**, the Housing Authority of the Borough of Highland Park, New Jersey, (the “Authority”) has two vacated tenant accounts with a balance owed at the end of fiscal year March 31, 2017, and;

**WHEREAS**, the Authority desires to delete the balances from the total Tenants Accounts Receivable for Projects NJ0441 and 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:

<i>Tenant ID #</i>	<i>LOCATION</i>	<i>VACATED STATUS/DATE</i>	<i>ACCOUNT BALANCE</i>
xx6293	242 S. 6 <sup>th</sup> Ave., Apt3N	Moved out 6/20/16 <b>DECEASED</b>	\$703.70
xx0654	616 Benner St.	Evicted 7/31/16	\$713.23

**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 \$1,416.93 is approved.

Motion to adopt Resolution #2017-14 moved by Commissioner Sedehi and seconded by Commissioner Reh and upon roll call, the vote was as follows:

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

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 8, 2017

---

Donna F. Brightman, Secretary

Approved as to legal form:

---

Terrence Corrison, Esq.

## MEMORANDUM

To: The Board of Commissioners of Highland Park Housing Authority  
From: Kathleen DiTomasso, Director of Finance  
Date: March 1, 2017  
RE: Explanation to Resolution – FYE 3/31/17 Write-Off  
Uncollectable Rent Balances

I have prepared a resolution to write off two vacated tenant balances from the tenant accounts receivable which remain uncollected at fiscal year end March 31, 2017.

The accounts contain unpaid rent charges, late fees, excess utility charges and in one case, a fee for changing the locks. The tenant's security deposit has been applied to each account and the remaining balances have also been submitted for collection through the collection agency of record.

These tenant balances are considered uncollectable at this time. Any future funds recovered by the collection agency or Housing Authority efforts shall be applied toward the debt through the general ledger.

.  
.