

**RESOLUTION #2019-16**

**WRITE-OFF UNCOLLECTABLE RENT BALANCES**

**WHEREAS**, the Housing Authority of the Borough of Highland Park, New Jersey, (the “Authority”) has one vacated tenant account with a balance owed at the end of fiscal year March 31, 2019, and;

**WHEREAS**, the Authority desires to delete the balance from the total Tenants Accounts Receivable for the Park Terrace Apartments NJ0441; and

**WHEREAS**, writing off the balance does not in any way constitute a waiver of obligation on the part of the vacated resident 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>
Xx40828	208 S. 7 <sup>th</sup> Ave.	Vacated 12/26/18 <b>DECEASED</b>	\$2,397.59

**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 balance from tenant accounts receivable totaling \$2,397.59 is approved.

Motion to adopt Resolution #2019-16 moved by Commissioner Sedehi and seconded by Commissioner Reh and upon roll call, the vote was as follows:

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

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 April 11, 2019.

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Donna F. Brightman, Secretary

Approved as to legal form by  
Terrence Corrison, Esq.

## MEMORANDUM

To: The Board of Commissioners of Highland Park Housing Authority  
From: Kathleen DiTomasso, Director of Finance  
Date: April 1, 2019  
RE: Explanation to Resolution – FYE 3/31/19 Write-Off  
Uncollectable Rent Balance

I have prepared a resolution to write off one vacated tenant balance from the tenant accounts receivable of Park Terrace apartments which remains uncollected at fiscal year end March 31, 2019.

The account contains unpaid rent charges, late fees. The tenant's security deposit has been applied and the remaining balance submitted for collection through the collection agency of record.

The tenant balance is considered uncollectable as this tenant is deceased. Any future funds recovered by collection efforts shall be applied toward this outstanding debt.

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