

Hightstown Housing Authority

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Uncollectable Tenant Accounts Policy

Policies

It is the policy of the Hightstown Housing Authority to collect all monies owed for rent, utilities, damages other than normal wear and tear, and other charges. Housing Authority staff will make every effort to collect these charges promptly when due.

The Executive Director of the Hightstown Housing Authority will make every attempt to collect overdue rents and/or damage charges in excess of Security Deposits through normal methods which include telephoning, personally sending or delivering notices, or sending notices by certified mail.

The Executive Director of the Hightstown Housing Authority is hereby charged with determining when accounts are to be considered uncollectable, and the Executive Director shall follow the procedures set forth below following this determination.

Procedures

1. If a tenant has vacated an apartment, left no forwarding address and owes the Hightstown Housing Authority rent, damages, or other charges in excess of their security deposit, the Executive Director will attempt to locate the tenant and collect the charges due. If this method fails, the Executive Director may turn the account over to the attorney for collection. All uncollected amounts will be recorded in the EIV system as "Bad Debts owed to a PHA".
2. If, after a period of six months from the date of vacancy or the account became delinquent, rent, damage, or other charge are still uncollected, and all attempts to collect the overdue accounts have failed, the Executive Director will present this information to the Hightstown Housing Authority board of Commissioners. The Hightstown Housing Authority Commissioners may then approve all charges to be written off all the Authority's Accounts Receivable ledgers as uncollectable.
3. If the Hightstown Housing Authority designates an account as uncollectable, this action will be approved by a formal written board resolution listing the types of charges, and total amounts due. This resolution shall be recorded in the official Hightstown Housing Authority Minutes. The Executive Director will notify the Authority's accountant of this decision to write off the uncollectable account and instruct the accountant to write off the charges from the Authority's Accounts Receivable ledgers.
4. The Hightstown Housing Authority will not rent to any former tenant who has an outstanding, unpaid balance with the Housing Authority until all charges are paid in full.

Approved by the Hightstown Housing Authority on _____.