

**SANTA FE COUNTY
HOUSING AUTHORITY BOARD**

Resolution No. 2016 - 4 HB

**A RESOLUTION APPROVING THE WRITE-OFF OF
UNCOLLECTIBLE TENANT ACCOUNTS RECEIVABLE
FOR THE SANTA FE COUNTY HOUSING AUTHORITY'S
PUBLIC HOUSING AND HOUSING CHOICE VOUCHER
PROGRAM**

WHEREAS, by Housing Authority Board ("HAB") Resolution No. 2011-07, the HAB adopted policies and procedures to write-off Uncollectible Tenant Accounts Receivable; and

WHEREAS, HAB Resolution No. 2011-07 defines "uncollectible Tenant Account Receivables" to mean the "outstanding amount left over when a tenant moves out and terminates his/her lease leaving an unpaid balance owed to the Housing Authority after all debits and credits have been entered to his/her account (rent, charges for damages and other fees, credits for unearned rent, security deposit)"; and

WHEREAS, HAB Resolution No. 2011-07 defines "write-off" to mean "the account process used to adjust the accounting system by removing uncollectible tenant account receivables which will be reflected on the financial statements"; and

WHEREAS, under HAB Resolution No. 2011-07, "any balance or amount owed by a tenant that is outstanding for greater than one calendar year ... with unsuccessful collection efforts, will be deemed an Uncollectible Tenant Account Receivable"; and

WHEREAS, Attachment A to this Resolution is a list of unpaid accounts of former tenants of the Santa Fe County Housing Authority ("Housing Authority") as of the end of calendar year 2015; and

WHEREAS, in accordance with article V of HAB 2011-07, Housing Authority staff made every reasonable effort for at least one year to collect the outstanding amounts owed by the former tenants whose names appear on Attachment A; and

WHEREAS, the Housing Authority's efforts to collect the amounts shown on Attachment A were unsuccessful, and therefore, these amounts are deemed Uncollectible Tenant Accounts Receivable under HAB Resolution No. 2011-07; and

WHEREAS, pursuant to HAB 2011-07, Housing Authority staff recommends that the HAB approve the write-off of all accounts shown on Attachment A as Uncollectible Tenant Accounts Receivable.

SFC CLERK RECORDED 07/27/2016

NOW, THEREFORE, BE IT RESOLVED, that the Santa Fe County Housing Authority Board approves the write-off of all accounts shown on Attachment A of this Resolution as Uncollectible Accounts Receivable.

PASSED, APPROVED, AND ADOPTED this 28th day of June, 2016.

SANTA FE COUNTY HOUSING AUTHORITY BOARD

Miguel M. Chavez
Miguel M. Chavez, Chairperson

ATTEST:

Geraldine Salazar
Geraldine Salazar, County Clerk

APPROVED AS TO FORM:

Gregory S. Shaffer
Gregory S. Shaffer, County Attorney

APPROVED:

Carole H. Jaramillo
Carole H. Jaramillo, County Finance Director



COUNTY OF SANTA FE) HOUSING RESOLUTION
STATE OF NEW MEXICO) ss PAGES: 3

I Hereby Certify That This Instrument Was Filed for Record On The 27TH Day Of July, 2016 at 09:58:49 AM And Was Duly Recorded as Instrument # 1799813 Of The Records Of Santa Fe County

Witness My Hand And Seal Of Office
Deputy Laura Hernandez County Clerk, Santa Fe, NM
Geraldine Salazar

Santa Fe County Housing Resolution No. 2016- <u>4</u> HB Write-Off of Uncollectible Accounts Receivable 2015		
Public Housing		
#	Name	Amount
7070	Daniel Delgado	\$ 124.59
7294	Kaitlyn Trujillo	\$ 779.00
7387	Rosa Valencia	\$ 360.08
7532	Pamela Smith	\$ 814.00
1529	Arcilia Valencia	\$ 221.92
6704	Brandy Seres	\$ 1,290.88
7588	Gaylene Netherton	\$ 46.60
1871	Delores Ortiz	\$ 808.53
7474	Bonita Crowder	\$ 187.00
1507	Felix Ortiz	\$ 22,187.00
1513	Priscilla Martinez	\$ 282.00
5040	George Benavidez	\$ 157.87
5438	Larry Pena	\$ 784.00
5570	Mary Garcia	\$ 1,298.47
6351	Crystal Martinez	\$ 472.00
6401	Louisa Valdez	\$ 447.65
6629	Juanita Martinez	\$ 888.66
7286	Magdalena Cuevas	\$ 994.01
7300	Jannet Sosa-Mercado	\$ 775.52
7431	Marina Cuevas	\$ 189.90
7468	Amanda Gabaldone	\$ 70.00
7559	Maria Ortega	\$ 182.00

Housing Choice Voucher		
#	Name	Amount
9107	Priscilla Cortez	\$ 70.00
9122	Lydia Salgado	\$ 0.10
9130	Leslie Gonzales	\$ 270.00