

**SANTA FE COUNTY
HOUSING AUTHORITY BOARD
RESOLUTION NO. 2023 - 6 HB**

**A RESOLUTION APPROVING THE FISCAL YEAR 2023
WRITE-OFF OF UNCOLLECTABLE TENANT ACCOUNTS
RECEIVABLE FOR THE SANTA FE COUNTY HOUSING
AUTHORITY'S PUBLIC HOUSING PROGRAM AND HOUSING
CHOICE VOUCHER PROGRAM**

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

WHEREAS, Board 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, Board 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 Board 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 Fiscal Year 2023; 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 Board Resolution No. 2011-07; and

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

SFC CLERK RECORDED 07/18/2023

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 27 DAY OF JUNE, 2023.

SANTA FE COUNTY HOUSING AUTHORITY BOARD

By: Anna Hansen
Anna Hansen, Chair

ATTEST:
Katharine E. Clark
Katharine E Clark, Santa Fe County Clerk

Date: 06/20/2023



APPROVED AS TO FORM:

Jeff Young
Jeff Young, Santa Fe County Attorney

COUNTY CLERK RECORDED 07/18/2023

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 18TH Day Of July, 2023 at 11:49:48 AM
And Was Duly Recorded as Instrument # 2015890
Of The Records Of Santa Fe County
Witness My Hand And Seal Of Office
Katharine E. Clark
Deputy Destey Romero County Clerk, Santa Fe, NM



Attachment A
FY23 Write-Off - Eligible Tenant Accounts

Past Tenants Eligible for Write Off			
Account ID	Tenant Name	Development	Account Balance
7430	Orlando, Giovanni	Camino de Jacobo	\$ 1,110.00
1427	Ortega, Helen	Camino de Jacobo	\$ 551.00
Total Balance			\$ 1,661.00
8129	Armijo, Jason	Santa Cruz	1825.9
8207	Chacon, Candance	Santa Cruz	\$ 3,666.00
8132	Chavez, Leah	Santa Cruz	\$ 202.34
8420	Campos, Teresa	Santa Cruz	\$ 490.40
Total Balance			\$ 6,184.64
8254	Barela, Larry	Valle Vista 2	\$ 491.00
Total Balance			\$ 491.00
8599	Barela, Leanne	HCV	\$ 256.00
8350	Bustos, Annette	HCV	\$ 96.00
30000	City of Albuquerque	HCV	\$ 114.38
30003	Englewood Housing-J Escob	HCV	\$ 75.60
8596	Espy, Mike	HCV	\$ 214.60
9127	Moya, Melanie	HCV	\$ 458.00
8295	Schepps, Annette	HCV	\$ 0.81
Total Balance			\$ 1,215.39
Total Write-Off Balance			\$ 9,552.03

SFC CLERK RECORDED 07/18/2023