

RESOLUTION 25-28

To Authorize the Executive Director to Write Off Tenant Accounts Receivable for Vacated Units

SUMMARY

The United States Department of Housing and Urban Development (HUD) Handbook 7475.1 REV provides for the write-off by public housing authorities of uncollected tenant receivables. The public housing authority's Board of Commissioners must review and authorize the write-offs of the tenant accounts receivable.

This Resolution requests authorization to write-off the public housing tenant accounts receivable for vacated units. Tenant accounts receivables for vacated units are currently carried on the financial books of the District of Columbia Housing Authority (DCHA). Attached to the Resolution is a listing of the proposed write-offs for vacated units by DCHA public housing development as of July 31, 2025.

RESOLUTION 25-28

TO AUTHORIZE THE EXECUTIVE DIRECTOR TO WRITE OFF TENANT ACCOUNTS RECEIVABLE FOR VACATED UNITS

WHEREAS, the District of Columbia Housing Authority (DCHA) has instituted a priority policy to collect all monies owed from public housing tenants for rent, utilities, damages other than normal wear and tear, and other charges. DCHA staff is taking every effort to collect these charges promptly when due; and

WHEREAS, based on a review of the outstanding tenant accounts receivable for units which were formerly occupied by public housing residents and now have been vacated by those residents, there are significant amounts which are being carried on DCHA's financial books; and

WHEREAS, in accordance with the United States Department of Housing and Urban Development (HUD) Handbook Section 7475.1 REV., it is recommended that DCHA charge off these uncollectible public housing tenant accounts receivables for vacated units; and

WHEREAS, certain tenant accounts have been delinquent for some time, and the tenants have in all cases vacated the units which were previously occupied; and

WHEREAS, a proposed charge-off of tenant accounts receivable for vacated units as of September 30, 2025 has been presented to the Board of Commissioners for its review; and

WHEREAS, write-offs for accounting purposes shall not impair the ability of DCHA to continue to pursue any enforcement or collection remedy available; and

WHEREAS, amounts owed shall be maintained in DCHA's records and will be used for consideration (in accordance with HUD and DCHA requirements) in the event a former tenant applies for DCHA housing assistance in the future; and

NOW THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the District of Columbia Housing Authority hereby authorizes the Executive Director to write-off the tenant accounts receivable for vacated units on the financial books as of September 30, 2025 totaling \$5,517,025.04 with a schedule of the tenant accounts receivables by development attached hereto.

RESOLUTION 25-28
TO AUTHORIZE THE EXECUTIVE DIRECTOR
TO WRITE OFF TENANT ACCOUNTS
RECEIVABLE FOR VACATED UNITS

ADOPTED, by the Board of Commissioners and signed in authentication of its passage
the 8th day of October 2025.

ATTEST:

Keith Pettigrew
Executive Director

APPROVAL:

Raymond A. Skinner
Chairperson

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

Amy Glassman
Senior Vice President & General Counsel

Affordable Receivable Aging Summary
Property: DCHA Owned and Operated Properties Bank List (.bnkdcha)
Trans through: 07/2025

	Total
	Unpaid
Unit	Charges
Fort Dupont Dwellings-AMP 2230 (001)	
Total	23,737.17
James Creek-AMP 1030 (003)	
Total	311,784.50
Kelly Miller Dwellings-AMP 1080 (008)	
Total	157,078.74
Lincoln Heights-AMP 2130 (013)	
Total	401,507.17
Highland Additions-AMP 3530 (016)	
Total	59,387.46
Richardson Dwellings-AMP 2130 (017)	
Total	225,096.09
Kenilworth Courts-AMP 5190 (019)	
Total	326,149.87
Greenleaf Gardens-AMP 4210 (021)	
Total	298,664.82
Benning Terrace-AMP 2220 (022)	
Total	281,292.94
Stoddert Terrace-AMP 2230 (023)	
Total	276,815.75
Syphax Gardens-AMP 4240 (024)	
Total	248,914.82
Langston Terrace-AMP 2250 (025)	
Total	282,001.27
Sibley Plaza Senior-AMP 1291 (029)	
Total	188,581.36
Hopkins Apartments-AMP 3300 (030)	

Affordable Receivable Aging Summary

Property: DCHA Owned and Operated Properties Bank List (.bnkdcha)

Trans through: 07/2025

	Total
	Unpaid
Unit	Charges
Total	228,357.81
Park Morton-AMP 1340 (034)	
Total	61,928.75
Greenleaf Addition-AMP 3363 (035)	
Total	99,261.00
Garfield Terrace-AMP 1370 (037)	
Total	155,711.94
Langston Addition-AMP 2400 (040)	
Total	56,516.55
Potomac Gardens-AMP 4430 (043)	
Total	183,786.00
Montana Terrace-AMP 1440 (044)	
Total	46,799.10
Sursum Corda-AMP 1290 (050)	
Total	4.00
Fort Dupont Addition-AMP 2230 (057)	
Total	20,678.00
Claridge Towers-AMP 1600 (060)	
Total	217,137.08
Knox Hill-AMP 3361 (061)	
Total	55,744.00
Horizon House-AMP 1620 (062)	
Total	151,607.20
Fort Lincoln-AMP 1640 (064)	
Total	64,313.55
Judiciary House-AMP 1650 (065)	
Total	9,450.00

Affordable Receivable Aging Summary

Property: DCHA Owned and Operated Properties Bank List (.bnkdcha)

Trans through: 07/2025

	Total
	Unpaid
Unit	Charges
Harvard Towers-AMP 1680 (068)	
Total	187,155.37
Regency House-AMP 1690 (069)	
Total	35,056.20
James Apartments-AMP 1700 (070)	
Total	150,788.05
Elvans Road-AMP 3850 (085)	
Total	28,483.08
The Villager-AMP 3361 (091)	
Total	18,326.00
Lincoln Road-AMP 1290 (098)	
Total	7.06
Greenleaf Senior-AMP 4210 (21a)	
Total	23,983.00
Woodland Terrace-AMP 3361 (36a)	
Total	489,078.75
Kentucky Courts-AMP 4361 (36b)	
Total	31,148.71
Carroll Apartments-AMP 3363 (36c)	
Total	55,538.67
Ledroit Apartments-AMP 1391 (39a)	
Total	54,486.11
Metrotowns-AMP 5420 (420)	
Total	4,149.00
Ontario Road-AMP 1290 (98a)	
Total	6,518.10

Affordable Receivable Aging Summary

Property: DCHA Owned and Operated Properties Bank List (.bnkdcha)

Trans through: 07/2025

	Total
	Unpaid
Unit	Charges
Grand Total	5,517,025.04