

# MEMORANDUM

TO: Joseph Villarreal, Executive Director

FROM: Elizabeth Campbell, Director of Managed Housing Programs

SUBJECT: Vacated Collection Loss Write-Offs

DATE: June 30, 2015

I have reviewed the request for Vacated Collection Loss Write-Off Accounts submitted by the Housing Managers and recommend that the following amounts be written off/submitted as non-collectible:

| PROJECT                                  | RENT              | LEGAL           | MAINTENANCE      | TOTAL              | TENANT<br>ACCOUNTS |
|------------------------------------------|-------------------|-----------------|------------------|--------------------|--------------------|
| Alhambra Terr. Martinez<br>CAL 11-1      | -0-               | -0-             | -0-              | -0-                | 0                  |
| Bridgemont, Antioch<br>CAL 11-3          | -0-               | -0-             | -0-              | -0-                | 0                  |
| Los Nogales, Brentwood<br>CAL 11-4       | \$143.25          | -0-             | \$493.29         | \$636.54           | 1                  |
| El Pueblo, Pittsburg<br>CAL 11-5         | -0-               | -0-             | \$137.99         | \$137.99           | 1                  |
| Las Deltas, N. Richmond<br>CAL 11-6      | -0-               | -0-             | -0-              | -0-                | 0                  |
| Los Arboles, Oakley<br>CAL 11-8          | -0-               | -0-             | -0-              | -0-                | 0                  |
| Las Deltas, N. Richmond<br>CAL 11-9A     | \$225.00          | \$225.00        | \$274.99         | \$724.99           | 1                  |
| Las Deltas, N. Richmond<br>CAL 11-9B     | -0-               | -0-             | -0-              | -0-                | 0                  |
| Bayo Vista, Rodeo<br>CAL 11-10           | \$5,045.00        | -0-             | \$5,693.33       | \$10,738.33        | 4                  |
| Hacienda, Martinez<br>CAL 11-11          | \$696.00          | -0-             | \$394.61         | \$1,090.61         | 1                  |
| Casa de Manana, Oakley<br>CAL 11-12      | -0-               | -0-             | -0-              | -0-                | 0                  |
| Casa de Serena<br>Bay Point<br>CAL 11-13 | \$771.70          | -0-             | \$788.30         | \$1,560.00         | 1                  |
| Elder Winds, Antioch<br>CAL 11-15        | -0-               | -0-             | -0-              | -0-                | 0                  |
| Vista del Camino<br>San Pablo<br>4501    | \$912.00          | \$145.00        | \$115.00         | \$1,172.00         | 1                  |
| Kidd Manor, San Pablo<br>4502            | -0-               | -0-             | -0-              | -0-                | 0                  |
| <b>TOTALS:</b>                           | <b>\$7,792.95</b> | <b>\$370.00</b> | <b>\$7897.51</b> | <b>\$16,060.46</b> | <b>10</b>          |