

## **GREAT BARRINGTON HOUSING AUTHORITY**

### **WRITE-OFF OF BAD DEBT POLICY**

Tenants that move out with balances owed to the housing authority will be sent a letter informing them of the amount due. They will be given 30 days to pay the balance or to make satisfactory arrangements.

If there is no communication from the tenant and the balance owed is greater than \$100.00 but less than \$2,000.00 an action will be filed in small claims court. Amounts owed in excess of \$2,000 will be filed in district court.

If an order has been made from the court or acceptable payments arrangements have been made between the tenant and executive director the debt will be carried as a current receivable. If three consecutive payments are missed and the balance is less than 500.00 the balance will be written off the customer balance summary report. An excel spreadsheet will be maintained to track any future payments made (or lack of payments made).

If three consecutive payments are missed and the balance is 500.00 or greater court action will be pursued. All amounts owed will be pursued until the director determines that all efforts to collect the debt have been exhausted and it is no longer feasible to continue to pursue the debt.

Any amount owed upon moving from the premises less than \$100.00 will be written off to bad debts.

Adopted: 10/12/06