

SWANSEA HOUSING AUTHORITY

WRITE OFF POLICY

The Swansea Housing Authority endeavors to collect any and all rent and/or other charges owed by tenants who have vacated a unit.

The Authority will pursue the collection by using one or all of the following methods (depending on feasibility of cost versus amount owed):

- Reminders sent to an address (on file) by both Certified Return Receipt Mail and regular First Class
- Collection Agency
- Court System
- Attachment of Wages
- Lien on Assets

If after one year of being carried on the books and every effort to locate the Tenant has been made and has failed, the amount owed will be brought to the Board for an official vote of write-off (to be done at the end of the quarter closest to the end of the year's time). Fee Accountant will adjust books to reflect Bad Debt Write Off.

Equal Housing Opportunity

Dartmouth Housing Authority shall not discriminate on the basis of race, color, national origin, age, sex, sexual orientation, or disability in admission to, access to, treatment in, or employment in its programs and activities.