



Eric Garcetti, Mayor  
Rushmore D. Cervantes, General Manager

## INTER-DEPARTMENTAL MEMORANDUM

TO: **COLLECTIONS BOARD OF REVIEW**  
ATTN: SHANE MIN, CONTROLLER'S OFFICE

FROM: **LUZ C. SANTIAGO, ASSISTANT GENERAL MANAGER, ADMINISTRATION** *for [signature]*

DATE: **DECEMBER 24, 2018**

REGARDING: **QUARTERLY WRITE OFF REQUEST: ACCOUNTS WITH VALUE MORE THAN \$5,000 PER OWNER, PER PROPERTY FOR 4TH QUARTER OF YEAR 2018**

In accordance with the Los Angeles Administrative Code, Section 5.182 and as the designated head of Los Angeles Housing and Community Investment Department (HCIDLA) Administration Bureau, I hereby submit for your consideration this report on accounts that are recommended to be written off for the quarter ended, December 31, 2018 based on the following criteria:

- The amounts are uncollectible;
- The write-off will not prejudice the position of the City;
- All reasonable collection efforts have been exhausted;
- The debtor cannot be located or discharge of bankruptcy has occurred; and
- The applicable statute of limitations for collection of debt has expired.

The total amount requested to be written off is **\$ 149,957.00** consisting of 158 invoices covering 22 owners of 35 property (APNs) accounts. Enclosed is a summary list of the accounts receivables for write off with amounts more than \$5,000 per owner, per property.

If you have any question about this request, please contact Wedmay Lao of my staff at (213) 808-8541.

cc: Saul Romo, Revenue Manager, Office of Finance  
Melissa Krance, Revenue Manager/IG, CAO  
Lyndon Salvador, HCIDLA, Director of Accounting

Attachment: Summary and detail Schedule of Accounts

**Los Angeles Housing + Community Investment Department**  
**Summary Report of Accounts by Invoice Types to be Written Off for 4th Quarter Ending**  
**12/31/2018**  
**More Than \$5K Per Owner, Per Property**

Row Labels	Count of Invoice ID	Sum of Current Balance
Admin Investigation	8	10,800.00
CM Inspection	27	17,053.78
Complaint Inspection	64	44,804.57
Legal Case Preparation and Closure	12	15,159.80
Legal Status Inspection	4	1,548.30
REAP Administrative Fee Balance	2	7,564.00
REAP Prepaid Inspection	1	338.00
RSO	12	12,074.08
SCEP	11	25,046.44
SCEP Inspection	16	10,780.25
URP Contractor Cost	1	4,788.00
<b>Grand Total</b>	<b>158</b>	<b>149,957.00</b>

run date 12/31/2018

Los Angeles Housing + Community Investment Department  
Summary Report of Accounts to be Written Off for Quarter Ending 12/31/2018  
MORE THAN \$5K BY OWNER BY PROPERTY

BY DEBTOR ACCOUNTS

Row Labels	Debtor Address	APN	Invoice Count	Sum of Current Balance
ALFONSO LUNA	1123 W 18TH ST LOS ANGELES, CA 90015	5135016009	3	6,893.25
ALMA HERNANDEZ	PO BOX 3659 RANCHO SANTA FE, CA 92067	6032009016	3	2,115.75
ARREDONDO SOCORRO G & G TRUST	635 CYPRESS AVE LOS ANGELES, CA 90065-1533	5110008012	3	3,103.03
		5202023004	2	1,410.50
		5309022032	1	705.25
		5453015032	2	52.29
		5455012029	3	301.85
		7465003019	2	6,310.92
		5049001045	2	4,195.94
		5156020018	2	1,410.50
ARTURO S PAMINTUAN	3070 SAGE VIEW CT FULLERTON, CA 92833	5116004001	7	6,392.68
BALUBHAI G PATEL	255 S RENO ST LOS ANGELES, CA 90057	5540019005	2	5,928.44
CAROLYN BRANDON	4301 HOOPER AVE LOS ANGELES, CA 90011	2786012059	9	7,369.53
CHATEAU CELESTE INC	1160 N VERMONT AVE LOS ANGELES, CA 90029	6004031026	4	5,055.75
DEBBIE N HATCHER	8443 LINDLEY AVE NORTHRIDGE, CA 91325	5453018015	1	705.25
ERNEST W HOLT	21323 MILLPOINT AVE CARSON, CA 90745	5208019016	1	705.25
GUILLERMO GONZALEZ	3366 PEPPER AVE LOS ANGELES, CA 90065	5210025006	4	2,821.00
GUILLERMO H GONZALEZ	3366 PEPPER AVE LOS ANGELES, CA 90065	5446012016	6	8,366.96
		5020033023	8	5,642.00
		7416001001	1	705.25
HANLON HOLDINGS LLC	722 HARTFORD AVE 100 LOS ANGELES, CA 90017	6030033014	5	4,221.00
HERNANDEZ;ALMA	PO BOX 3659 RANCHO SANTA FE, CA 92067	5119002007	8	8,171.31
JANET J BOBBITT	9000 S 5TH AVE INGLEWOOD, CA 90305	6046023019	8	2,328.41
JANET L BOBBITT	9000 S 5TH AVE INGLEWOOD, CA 90305	5048026009	9	6,347.25
JORGE ANDRADE	5614 CARLIN ST LOS ANGELES, CA 90016	5183008014	9	7,042.00
LADERA LLC	5324 CREBS AVE TARZANA, CA 91356	5188002044	1	201.50
MIKE & PEGGY ESPINOSA	728 RIO DEL SOL AVE MONTEBELLO, CA 90640	6032024001	6	4,231.50
MIKE & PEGGY ESPINOZA	728 RIO DEL SOL AVE MONTEBELLO, CA 90640	5177021018	2	1,079.07
MOHSIN MOHAMMED	4767 W 118TH ST B HAWTHORNE, CA 90250	5114005023	5	5,208.28
PATHFINDER ACADEMY INC	PO BOX 12079 MARINA DEL REY, CA 90295	5533008007	4	7,389.13
RONNIE GARCIA	5022 TEMPLETON ST LOS ANGELES, CA 90032	5218005039	8	5,859.74
SECOND AFRICAN METHODIST	5500 S HOOVER ST LOS ANGELES, CA 90037	5001022027	4	5,258.51
TABET C & D LIVING TRUST	823 E CEDAR AVE BURBANK, CA 91501-1525	2320026013	1	705.25
		2328024016	13	9,192.96
YOLANDA D PAMINTUAN AND ANGELINA D'	20124 STATE RD CERRITOS, CA 90703-6457	7465003019	2	6,310.92
ZADOK LLC	PO BOX 251677 LOS ANGELES, CA 90025	4261022052	7	6,218.78
Grand Total			158	149,957.00