



02668

Resident Accounts Receivable and Delinquency Analysis Report

U.S. Department of Housing and Urban Development
Office of Housing
Federal Housing Commissioner



A. Delinquent Occupant Accounts Receivable

(1) Quarter Month/Yr.	(2) Qtr. Gross Potential Income	Amount Delinquent			(6) % of Gross Potential Accommod Income
		(3) <30 days	(4) >30 days	(5) Total (3) + (4)	
	\$	\$	\$	\$	

Was the proposed management agent/operator responsible for managing the project for any period during the two years prior to the application?
 Yes No If yes, put a check beside the quarters the agent managed the project.

Attach an explanation for any periods during which delinquent resident accounts receivable exceeded 5% of any monthly gross potential accommodation income

B. Accounts Receivable

(1) Resident Name	(2) Current Accom. Charge	Amount Delinquent (3)				(4) Action Taken
		Total	<30 days	31-60 days	Over 60 days	
		\$	\$	\$	\$	

Instructions

A. Delinquent Resident Accounts Receivable.

The purpose of this chart is to show delinquent accounts receivable on a quarterly basis over the two-year period preceding the application for insurance. The first line should show delinquent resident accounts receivable as of the date the Form is prepared. The following lines should show accounts receivable at the end of each preceding quarter.

- 1) Enter the date (month and year) when the form is prepared and the last month of each calendar preceding quarter
- 2) Enter the gross potential accommodation income for the last month of each quarter.
- 3) Enter the amount delinquent 30 days or less as of the last month of each quarter
- 4) Enter the amount delinquent more than 30 days as of the last month of each quarter.
- 5) Enter the total amount delinquent as of the last month of each quarter ((3) plus (4))
- 6) Compute the total amount delinquent as a percentage of monthly gross potential accommodation income ((5) divided by (2) times 100%).

B. Aging of Resident Accounts Receivable.

This chart provides another measure of the effectiveness of project accommodation income collection practices at the time of application. This date should be compiled as of the last day of the month before the form is completed

- 1) Enter the names of residents with delinquent accounts.
- 2) Enter the current monthly accommodation income for each delinquent resident.
- 3) Enter the total amounts delinquent for each resident and then distribute that total over the three aging categories
- 4) Summarize the action(s) taken to collect the delinquent accommodation income and/or to evict the resident

Name of the Person Preparing this Report	Title	Date
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