

Ann Sewill, General Manager  
Tricia Keane, Executive Officer

Daniel Huynh, Assistant General Manager  
Anna E. Ortega, Assistant General Manager  
Luz C. Santiago, Assistant General Manager



**Karen Bass, Mayor**

**LOS ANGELES HOUSING DEPARTMENT**

1200 West 7th Street, 9th Floor

Los Angeles, CA 90017

Tel: 213.928.9071

[housing.lacity.org](http://housing.lacity.org)

**INTER-DEPARTMENTAL MEMORANDUM**

TO: **COLLECTIONS BOARD OF REVIEW**  
**ATTN: SHANE MIN, CONTROLLER'S OFFICE**  
FROM: **LUZ C. SANTIAGO, ASSISTANT GENERAL MANAGER**  
**LOS ANGELES HOUSING DEPARTMENT (LAHD)**  
DATE: **DECEMBER 18, 2023**  
REGARDING: **WRITE -OFF REQUEST - QUARTER ENDING DECEMBER 31, 2023**  
**FOR ACCOUNTS \$5,000 AND OVER**

In accordance with the Los Angeles Administrative Code, Section 5.182 and as the designated head of Los Angeles Housing Department (LAHD) Administration Bureau, I hereby submit for your consideration this report on accounts that are recommended to be written off for the quarter ending, December 31, 2023 based on the following criteria:

- The amount is 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 **\$ 91,767.40** consisting of 12 invoices covering 9 owners of 12 property accounts (APNs). Enclosed is the list of the accounts receivable for write off with amounts \$5,000 and over.

If you have any question about this request, please contact Carolene Dichaves of my staff at [carolene.dichaves@lacity.org](mailto:carolene.dichaves@lacity.org).

cc: Andrew Kaplan, Revenue Manager, Office of Finance  
Melissa Krance, Revenue Manager/IG, CAO  
Carrie Hu, Director, Accounting Division, LAHD

Attachment: Summary and Detail Schedule of Accounts

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**Karen Bass, Mayor****Los Angeles Housing Department (LAHD)****Summary Report of Accounts to be Written Off for Quarter Ending 12/31/2023****\$5,000 and OVER****I. BY DESCRIPTION**

<b>TYPE/DESCRIPTION</b> ▼	<b>Count of Invoice ID</b>	<b>Sum of Current Balance</b>
Foreclosure Registry	8	40,000.00
SCEP	4	51,767.40
<b>Grand Total</b>	<b>12</b>	<b>91,767.40</b>

**II. BY SERVICE DATES**

<b>SERVICE DATES</b> ▼	<b>Count of Invoice ID</b>	<b>Sum of Current Balance</b>
2016	8	40,000.00
2020	4	51,767.40
<b>Grand Total</b>	<b>12</b>	<b>91,767.40</b>

Debtor	Debtor Address	APN	Balance_Less_Than_5000	Current Balance	Principal	Penalty	Adjusted	Payment	Type/Description	Date of Service	Date of Billing	Date referred to Primary collection agency	Primary Collection Agency	Primary Collection Return Reason	Date referred to Secondary collection agency	Secondary Collection Agency	Secondary Collection Return Reason	Invoice ID	APN	Recording Date	Job Run Date and		
																					Time	Server Name	YEAR
449 S BROADWAY BORROWER LLC	15001 S FIGUEROA ST GARDENA, CA 90248-1721	No		\$11,306.52	\$3,768.84	\$7,537.68	\$0.00	\$0.00	SCEP	01-01-2020	05-20-2021	06-02-2022	OOF - Office Of Finance	Collection Period Expired		OOF - Office Of Finance	Collection Period Expired	4335336	5149026001	5/19/2017	12/8/2023	435QL07	2020
MILL STREET ART 26 LLC	1550 S MAPLE AVE MONTEBELLO, CA 90640-6508	No		\$7,407.72	\$2,469.24	\$4,938.48	\$0.00	\$0.00	SCEP	01-01-2020	05-20-2021	06-02-2022	OOF - Office Of Finance	Collection Period Expired		OOF - Office Of Finance	Collection Period Expired	4335339	5164022012	7/31/2019	12/8/2023	435QL07	2020
4121 SANTA MONICA CA I LLC	PO BOX 131237 CARLSBAD, CA 92013	No		\$5,328.36	\$1,776.12	\$3,552.24	\$0.00	\$0.00	SCEP	01-01-2020	05-20-2021	06-02-2022	OOF - Office Of Finance	Collection Period Expired		OOF - Office Of Finance	Collection Period Expired	4335344	5429002037	2/2/2016	12/8/2023	435QL07	2020
GUOV ARTS DISTRICT LA PROPERTY OWNING LLC C/O C/O	2615 PACIFIC COAST HWY HERMOSA BEACH, CA 90254	No		\$27,724.80	\$13,862.40	\$27,724.80	\$0.00	-\$13,862.40	SCEP	01-01-2020	09-14-2021	06-02-2022	OOF - Office Of Finance	Collection Period Expired		OOF - Office Of Finance	Collection Period Expired	4347761	5164019031	12/17/2015	12/8/2023	435QL07	2020
SPECIALIZED LN SERVICING LLC	301 E OCEAN BLVD #1720 LONG BEACH LONG BEACH CA 90802	Yes		\$5,000.00	\$155.00	\$5,000.00	\$0.00		Foreclosure Registry	10-12-2016	10-12-2016							3144825	2624009005	6/9/2016			2016
SPECIALIZED LN SERVICING LLC	301 E OCEAN BLVD #1720 LONG BEACH LONG BEACH CA 90802	Yes		\$5,000.00	\$155.00	\$5,000.00	\$0.00	-\$155.00	Foreclosure Registry	10-12-2016	10-12-2016							3144830	2661025014	6/22/2016			2016
SPECIALIZED LN SERVICING LLC	301 E OCEAN BLVD #1720 LONG BEACH LONG BEACH CA 90802	Yes		\$5,000.00	\$155.00	\$5,000.00	\$0.00	-\$155.00	Foreclosure Registry	10-12-2016	10-12-2016							3144832	2681005012	6/1/2016			2016
H5BC BK USA NA 2007-QA4 (CE)	30 CORPORATE PARK #450 IRVINE IRVINE CA 92606	Yes		\$5,000.00	\$155.00	\$5,000.00	\$0.00	-\$155.00	Foreclosure Registry	10-12-2016	10-12-2016							3144866	5474012012	7/28/2016			2016
S&A CAP PTIS INC	314 S FRANKLIN ST 2ND FL TITUSVILLE TITUSVILLE FL 32554	Yes		\$5,000.00	\$155.00	\$5,000.00	\$0.00	-\$155.00	Foreclosure Registry	02-24-2016	02-24-2016							3125943	5587018011	10/16/2015			2016
BANK/NY MELLON 2007-1 (CE)	41689 ENTERPRISE CIR N #228 TEMECULA TEMECULA CA 92590	Yes		\$5,000.00	\$155.00	\$5,000.00	\$0.00	-\$155.00	Foreclosure Registry	10-12-2016	10-12-2016							3144880	6033012045	7/15/2016			2016
DEUTSCHE BK NAT'L 2007-AR2 (CE)	30 CORPORATE PARK #450 IRVINE IRVINE CA 92606	Yes		\$5,000.00	\$155.00	\$5,000.00	\$0.00	-\$155.00	Foreclosure Registry	10-12-2016	10-12-2016							3144885	6058004024	6/7/2016			2016
BANK/NY MELLON 2006-QA10 (CE)	41689 ENTERPRISE CIR N #228 TEMECULA TEMECULA CA 92590	Yes		\$5,000.00	\$155.00	\$5,000.00	\$0.00	-\$155.00	Foreclosure Registry	10-12-2016	10-12-2016							3144897	7470022009	6/24/2016			2016