

City of Los Angeles

Tiena Johnson Hall, General Manager
Tricia Keane, Executive Officer

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



LOS ANGELES HOUSING DEPARTMENT
1910 Sunset Blvd, Ste 300
Los Angeles, CA 90026
Tel: 213.808.8808

housing.lacity.gov

Karen Bass, Mayor

INTER-DEPARTMENTAL MEMORANDUM

TO: **COLLECTIONS BOARD OF REVIEW**
ATTENTION: **SHANE MIN, CONTROLLER'S OFFICE**
FROM: **LUZ SANTIAGO, ASSISTANT GENERAL MANAGER**
LOS ANGELES HOUSING DEPARTMENT (LAHD)
DATE: **MARCH 12, 2025**
REGARDING: **WRITE-OFF REQUEST - QUARTER ENDING MARCH 31, 2025 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, March 31, 2025 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 **146,043.70** consisting of 12 invoices covering 8 owners of 8 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.

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

Los Angeles Housing Department (LAHD)
Summary Report of Accounts to be Written Off for Quarter Ending 3/31/2025
\$5,000 and OVER

I. BY DESCRIPTION

TYPE/DESCRIPTION <input type="checkbox"/>	Count of Invoice ID	Sum of Current Balance
REAP Administrative Fe	4	92,968.00
REAP Prepaid Inspectic	4	1,352.00
SCEP	3	43,428.70
URP Contractor Cost	1	8,295.00
Grand Total	12	146,043.70

ii. BY SERVICE DATES

TYPE/DESCRIPTION <input type="checkbox"/>	Count of Invoice ID	Sum of Current Balance
2020	1	7,624.32
2021	7	81,456.00
2022	4	56,963.38
Grand Total	12	146,043.70

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Summary Report of Accounts to be Written Off for Quarter Ending 3/31/2025
\$5,000 and OVER

I. BY DESCRIPTION		
TYPE/DESCRIPTION	Count of Invoice ID	Sum of Current Balance
REAP Administrative Fee Balance	4	92,968.00
REAP Prepaid Inspection	4	1,352.00
SCEP	3	43,428.70
URP Contractor Cost	1	8,295.00
Grand Total	12	146,043.70
II. BY SERVICE DATES		
TYPE/DESCRIPTION	Count of Invoice ID	Sum of Current Balance
2020	1	7,624.32
2021	7	81,456.00
2022	4	56,963.38
Grand Total	12	146,043.70

\$5,000 and Over		
TYPE/DESCRIPTION	Count of Invoice ID	Sum of Current Balance
REAP Administrative Fee Balance	4	63.66%
REAP Prepaid Inspection	4	0.93%
SCEP	3	29.74%
URP Contractor Cost	1	5.68%
Grand Total	12	100.00%

Los Angeles Housing Department (LAHD)
Summary Report of Accounts to be Written Off for Quarter Ending 3/31/2025
\$5,000 and OVER

III. BY DEBTOR				
Debtor	Debtor Address	Count of Invoice ID	Sum of Current Balance	Count of Debtor
3921 WILSHIRE LLC	3470 WILSHIRE BLVD STE700 LOS ANGELES, CA 90010	1	14,810.92	1
ALEJANDRO M PEREZ	7776 VIA ROSA MARIA BURBANK, CA 91504	1	8,295.00	1
BUCKINGHAM II LP	11150 W OLYMPIC BOULEVARD STE620 LOS ANGELES, CA 90064	1	20,993.46	1
JOHN OGORMAN	PO BOX 3657 MANHATTAN BEACH, CA 90266	2	18,018.00	1
JUAN C GUERRERO	3121 N MAIN ST LOS ANGELES, CA 90031-3424	2	13,202.00	1
KWAN UM ZEN SCHOOL INC	1025 S CLOVERDALE AVE LOS ANGELES, CA 90019	2	20,194.00	1
RIGOBERTO PEREZ	1510 S ORANGE DR LOS ANGELES, CA 90019	2	42,906.00	1
SAWTELLE LANDMARK LLC C/O C/O CALIFORNIA LANDMARK GROUP	10600 SANTA MONICA BLVD LOS ANGELES, CA 90025	1	7,624.32	1
Grand Total		12	146,043.70	

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Los Angeles Housing Department (LAHD)
Summary Report of Accounts to be Written Off for Quarter Ending 3/31/2025
\$5,000 and OVER

IV. BY APN			
APN	Debtor	Debtor Address	Count of Invoice ID
4239023014	JOHN OGORMAN	PO BOX 3657 MANHATTAN BEACH, CA 90266	2
4261030056	SAWTELLE LANDMARK LLC C/O C/O CALIFORNIA LANDMARK GROUP	10600 SANTA MONICA BLVD LOS ANGELES, CA 90025	1
5032004021	BUCKINGHAM II LP	11150 W OLYMPIC BOULEVARD STE620 LOS ANGELES, CA 90064	1
5070018015	RIGOBERTO PEREZ	1510 S ORANGE DR LOS ANGELES, CA 90019	2
5084017042	KWAN UM ZEN SCHOOL INC	1025 S CLOVERDALE AVE LOS ANGELES, CA 90019	2
5210026011	JUAN C GUERRERO	3121 N MAIN ST LOS ANGELES, CA 90031-3424	2
5458015013	ALEJANDRO M PEREZ	7776 VIA ROSA MARIA BURBANK, CA 91504	1
5504028018	3921 WILSHIRE LLC	3470 WILSHIRE BLVD STE700 LOS ANGELES, CA 90010	1
Grand Total			12

Sum of Current Balance	Count of APN
18,018.00	1
7,624.32	1
20,993.46	1
42,906.00	1
20,194.00	1
13,202.00	1
8,295.00	1
14,810.92	1
146,043.70	8

Debtor	Debtor Address	APN_Balance_Less_Current Balance	Principal	Penalty	Adjusted	Payment	Type/Description	Date of Service	Date of Billing	Date referred to Agency	Primary Collection Agency	Primary Collection Return Reason	Date referred to Agency	Secondary Collection Agency	Secondary Collection Return Reason	Invoice ID	APN	Recording Date	Job Run Date and Time	Server Name	Year
3921 WILSHIRE LLC	3470 WILSHIRE BLVD STE700 LOS ANGELES, CA 90010 No	\$14,810.92	\$7,405.46	\$14,810.92	\$0.00	-\$7,405.46	SCEP	01-01-2022	04-07-2022	03-13-2023	OOF - Office Of Finance	Collection Period Expired		OOF - Office Of Finance	Collection Period Expired	4588015	550402801	4/10/1998	3/7/2025	43SQL07	2022
ALEJANDRO M PEREZ	7776 VIA ROSA MARIA BURBANK, CA 91504 No	\$8,295.00	\$8,295.00	\$0.00	\$0.00	\$0.00	URP Contractor Cost	10-21-2022	10-25-2022	03-13-2023	OOF - Office Of Finance	Collection Period Expired		OOF - Office Of Finance	Collection Period Expired	4601554	545801501	7/25/2007	3/7/2025	43SQL07	2022
BUCKINGHAM II LP	11150 W OLYMPIC BOULEVARD STE620 LOS ANGELES, CA 90064 No	\$20,993.46	\$6,997.82	\$13,995.64	\$0.00	\$0.00	SCEP	01-01-2022	10-31-2022	03-13-2023	OOF - Office Of Finance	Collection Period Expired		OOF - Office Of Finance	Collection Period Expired	4605389	503200402	12/14/2018	3/7/2025	43SQL07	2022
JOHN OGORMAN	PO BOX 3657 MANHATTAN BEACH, CA 90266 No	\$338.00	\$338.00	\$0.00	\$0.00	\$0.00	REAP Prepaid Inspection	11-05-2021	11-17-2021							4570986	423902301	10/18/2006	3/7/2025	43SQL07	2021
JOHN OGORMAN	PO BOX 3657 MANHATTAN BEACH, CA 90266 No	\$17,680.00	\$6,500.00	\$11,180.00	\$0.00	\$0.00	REAP Administrative Fee Balance	11-17-2021	11-17-2021	10-26-2022	OOF - Office Of Finance	Collection Period Expired		OOF - Office Of Finance	Collection Period Expired	4572587	423902301	10/18/2006	3/7/2025	43SQL07	2021
JUAN C GUERRERO	3121 N MAIN ST LOS ANGELES, CA 90031-3424 No	\$12,864.00	\$4,800.00	\$8,064.00	\$0.00	\$0.00	REAP Administrative Fee Balance	01-13-2022	01-18-2022	10-26-2022	OOF - Office Of Finance	Collection Period Expired		OOF - Office Of Finance	Collection Period Expired	4578876	521002601	12/20/2012	3/7/2025	43SQL07	2022
JUAN C GUERRERO	3121 N MAIN ST LOS ANGELES, CA 90031-3424 No	\$338.00	\$338.00	\$0.00	\$0.00	\$0.00	REAP Prepaid Inspection	10-28-2021	01-18-2022							4353714	521002601	12/20/2012	3/7/2025	43SQL07	2021
KWAN UM ZEN SCHOOL INC	1025 S CLOVERDALE AVE LOS ANGELES, CA 90019 No	\$338.00	\$338.00	\$0.00	\$0.00	\$0.00	REAP Prepaid Inspection	10-21-2021	11-02-2021							4353291	508401704	6/2/2009	3/7/2025	43SQL07	2021
KWAN UM ZEN SCHOOL INC	1025 S CLOVERDALE AVE LOS ANGELES, CA 90019 No	\$19,856.00	\$7,300.00	\$12,556.00	\$0.00	\$0.00	REAP Administrative Fee Balance	11-02-2021	11-02-2021	10-26-2022	OOF - Office Of Finance	Collection Period Expired		OOF - Office Of Finance	Collection Period Expired	4353962	508401704	6/2/2009	3/7/2025	43SQL07	2021
RIGOBERTO PEREZ	1510 S ORANGE DR LOS ANGELES, CA 90019 No	\$338.00	\$338.00	\$0.00	\$0.00	\$0.00	REAP Prepaid Inspection	10-21-2021	11-02-2021							4353294	507001801	3/22/1991	3/7/2025	43SQL07	2021
RIGOBERTO PEREZ	1510 S ORANGE DR LOS ANGELES, CA 90019 No	\$42,568.00	\$15,650.00	\$26,918.00	\$0.00	\$0.00	REAP Administrative Fee Balance	11-02-2021	11-02-2021	10-26-2022	OOF - Office Of Finance	Collection Period Expired		OOF - Office Of Finance	Collection Period Expired	4353958	507001801	3/22/1991	3/7/2025	43SQL07	2021
SAWTELLE LANDMARK LLC C/O CALIFORNIA LANDMARK GROUP	10600 SANTA MONICA BLVD LOS ANGELES, CA 90025 No	\$7,624.32	\$3,812.16	\$7,624.32	\$0.00	-\$3,812.16	SCEP	01-01-2020	03-25-2021	05-10-2023	OOF - Office Of Finance	Collection Period Expired		OOF - Office Of Finance	Collection Period Expired	4330492	426103005	10/15/2018	3/7/2025	43SQL07	2020