



INTER-DEPARTMENTAL MEMORANDUM

TO: **COLLECTIONS BOARD OF REVIEW**
ATTENTION: **SHANE MIN, CONTROLLER'S OFFICE**
FROM: **LUZ C. SANTIAGO, ASSISTANT GENERAL MANAGER**
LOS ANGELES HOUSING DEPARTMENT (LAHD)
DATE: **OCTOBER 2, 2025**
REGARDING: **WRITE-OFF REQUEST - QUARTER ENDING SEPTEMBER 30, 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, September 30, 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 **\$125,238.48** consisting of 11 invoices covering 6 owners of 6 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 my staff, Carolene Dichaves at carolene.dichaves@lacity.org. or Jacklyn Rocha at jacklyn.rocha@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 9/30/2025
\$5,000 and OVER

I. BY DESCRIPTION

TYPE/DESCRIPTION	Count of Invoice ID	Sum of Current Balance
REAP Administrative Fee Balance	3	\$13,616.96
RSO	1	\$5,161.24
SCEP	6	\$106,122.28
REAP Prepaid Inspection	1	\$338.00
Grand Total	11	\$125,238.48

II. BY SERVICE DATES

SERVICE DATES	Count of Invoice ID	Sum of Current Balance
2021	2	\$15,624.00
2022	6	\$58,999.18
2023	3	\$50,615.30
Grand Total	11	\$125,238.48

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II. BY SERVICE DATES

SERVICE DATES	Count of Invoice ID	Sum of Current Balance
2021	2	\$15,624.00
2022	6	\$98,999.18
2023	3	\$50,615.30
Grand Total	11	\$125,238.48

\$5,000 and Over

TYPE/DESCRIPTION	Count of Invoice ID	Sum of Current Balance
REAP Administrative Fee Balance	3	10.87%
REAP Prepaid Inspection	1	0.27%
RSO	1	4.12%
SCEP	6	84.74%
Grand Total	11	100.00%

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III. BY DEBTOR

Debtor	Debtor Address	Count of Invoice ID	Sum of Current Balance	Count of Debtor
4MICA LP	1619 W TEMPLE ST LOS ANGELES, CA 90026-5026	2	\$24,458.40	1
5750 HOLLYWOOD LLC c/o C/O WP WEST ACQUISITIONS LLC	7700 IRVINE CENTER DR STE 600 IRVINE, CA 92618	2	\$65,630.04	1
ARMANDO HERNANDEZ	352 E 81ST ST LOS ANGELES, CA 90003-2609	2	\$8,808.00	1
JUAN CAMACHO	786 W 2ND ST SAN PEDRO, CA 90731	2	\$5,146.96	1
NOHO URBAN WEST LLC	3501 OCEAN VIEW BLVD GLENDALE, CA 91208	2	\$15,624.00	1
NORTHPOINT PROPERTIES LLC	4730 WOODMAN AVE 200 SHERMAN OAKS, CA 91423	1	\$5,571.08	1
Grand Total		11	\$125,238.48	6

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IV. BY APN

APN	Debtor	Debtor Address	Count of Invoice ID	Sum of Current Balance	Count of APN
2353013101	NOHO URBAN WEST LLC	3501 OCEAN VIEW BLVD GLENDALE, CA 91208	2	\$15,624.00	1
6030021024	ARMANDO HERNANDEZ	352 E 81ST ST LOS ANGELES, CA 90003-2609	2	\$8,808.00	1
7451010013	JUAN CAMACHO	786 W 2ND ST SAN PEDRO, CA 90731	2	\$5,146.96	1
2755001073	NORTHPOINT PROPERTIES LLC	4730 WOODMAN AVE 200 SHERMAN OAKS, CA 91423	1	\$5,571.08	1
5142023001	4MICA LP	1619 W TEMPLE ST LOS ANGELES, CA 90026-5026	2	\$24,458.40	1
5586035044	5750 HOLLYWOOD LLC c/o C/O WP WES	7700 IRVINE CENTER DR STE 600 IRVINE, CA 92618	2	\$65,630.04	1
Grand Total			11	\$125,238.48	6

Debtor	Debtor Address	APN_Balance_Less_Than_500	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
NOHO URB 3501 OCEA No			10462.76	4755.8	9511.6	0	-3804.64	SCEP	01-01-2021	02-23-2022	09-26-2022	OOF - Office Of Finance		09-26-2022	OOF - Office Of Finance		4583460	2353013101	1/2/2019	2025-09-26 07:42:06.550	43SQL07	2021
NOHO URB 3501 OCEA No			5161.24	2712.5	4069.1	0	-1620.36	RSO	01-01-2021	02-23-2022	09-26-2022	OOF - Office Of Finance		09-26-2022	OOF - Office Of Finance		4583461	2353013101	1/2/2019	2025-09-26 07:42:06.550	43SQL07	2021
ARMANDO 352 E 81ST No			4404	1900	3344	0	-840	REAP Administrative Fee Balance	04-08-2022	04-08-2022	10-25-2022	LGBS - Linebarger Goggan Blair & Sampson	Collection Period Expired	12-26-2024	HH - Harris & Harris - Secondary	Collection Period Expired	4588524	6030021024	3/15/2022	2025-09-26 07:42:06.550	43SQL07	2022
ARMANDO 352 E 81ST No			4404	1900	3344	0	-840	REAP Administrative Fee Balance	04-08-2022	04-08-2022	10-25-2022	LGBS - Linebarger Goggan Blair & Sampson	Collection Period Expired	12-26-2024	HH - Harris & Harris - Secondary	Collection Period Expired	4588524	6030021024	3/15/2022	2025-09-26 07:42:06.550	43SQL07	2022
JUAN CAM 786 W 2NC No			338	338	0	0	0	REAP Prepaid Inspection	05-12-2022	06-01-2022							4591148	7451010013	11/8/2010	2025-09-26 07:42:06.550	43SQL07	2022
JUAN CAM 786 W 2NC No			4808.96	1768	3040.96	0	0	REAP Administrative Fee Balance	06-01-2022	06-01-2022	10-10-2024	LGBS - Linebarger Goggan Blair & Sampson	Collection Period Expired				4592268	7451010013	11/8/2010	2025-09-26 07:42:06.550	43SQL07	2022
NORTHPOI 4730 WOO No			5571.08	2785.54	5571.08	0	-2785.54	SCEP	01-01-2023	03-14-2023	10-30-2023	OOF - Office Of Finance	Collection Period Expired		OOF - Office Of Finance	Collection Period Expired	4835652	2755001073	3/19/2003	2025-09-26 07:42:06.550	43SQL07	2023
4MICA LP 1619 W TE No			12229.2	4076.4	8152.8	0	0	SCEP	01-01-2022	04-13-2023	10-30-2023	OOF - Office Of Finance	Collection Period Expired		OOF - Office Of Finance	Collection Period Expired	4837641	5142023001	12/24/2019	2025-09-26 07:42:06.550	43SQL07	2022
4MICA LP 1619 W TE No			12229.2	4076.4	8152.8	0	0	SCEP	01-01-2023	04-13-2023	10-30-2023	OOF - Office Of Finance	Collection Period Expired		OOF - Office Of Finance	Collection Period Expired	4837642	5142023001	12/24/2019	2025-09-26 07:42:06.550	43SQL07	2023
5750 HOLL 7700 IRVIN No			32815.02	10938.34	21876.68	0	0	SCEP	01-01-2022	06-08-2023	10-30-2023	OOF - Office Of Finance	Collection Period Expired		OOF - Office Of Finance	Collection Period Expired	4849916	5586035044	6/7/2018	2025-09-26 07:42:06.550	43SQL07	2022
5750 HOLL 7700 IRVIN No			32815.02	10938.34	21876.68	0	0	SCEP	01-01-2023	06-08-2023	10-30-2023	OOF - Office Of Finance	Collection Period Expired		OOF - Office Of Finance	Collection Period Expired	4849918	5586035044	6/7/2018	2025-09-26 07:42:06.550	43SQL07	2023