

Appendix 4

**Irrecoverable Housing Rents Debt Written off in financial year 2023/24 by year and reason**

YEAR	GONE AWAY	NO FUNDS	UNECONOMICAL TO COLLECT	DECEASED (NO FUNDS)	DEBT PRESCRIBED	TOTAL DEBT
2017/18					3762.63	£3,762.63
2018/19					£708.45	£708.45
2019/20	£2,722.24		£207.25			£2,929.49
2020/21	£11,441.11		£153.34	£269.89		£11,864.34
2021/22	£544.89		£294.59			£839.48
2022/23	£9,983.62	£22,335.59	£1,372.80	£2,762.96		£36,454.97
2023/24	£152,012.87	£83,730.79	£7,492.89	£12,954.14		£256,190.69
<b>TOTAL</b>	<b>£176,704.73</b>	<b>£106,066.38</b>	<b>£9,520.87</b>	<b>£15,986.99</b>	<b>£4,471.08</b>	<b>£312,750.05</b>

**Irrecoverable Rents Debt Recovery Process**

Day 14 - Arrears reminder letter sent

If not paid, Day 21 - Attempt Contact with tenant

If not paid, Day 28 - Further investigation either 7 day non-occupation letter or Pre Notice of Proceedings letter sent

If not paid, Day 35 - Notice of Proceedings served by Sheriff Officer

If not paid, Day 42 - Visit to tenant

If not paid, Day 49 - Warning Letter Generated with effective date of Notice of Proceedings and possible court action

If not paid, Day 56 - Taken to Eviction Prevention Panel and authorisation for Court Action sought