

**Appendix 5**

**Homeless Debt Written Off in financial year 2020/21 by year and reason**

YEAR	GONE AWAY	NO FUNDS	UNECONOMICAL TO COLLECT	DECEASED	SEQ/LIQ OR REC	DEBT PRESCRIBED	TOTAL DEBT
2015/16	£0.00	£0.00	£0.00	£0.00	£0.00	£197,974.38	£197,974.38
2016/17	£1,293.69	£3,581.76	£0.00	£0.00	£0.00	£0.00	£4,875.45
2017/18	£0.00	£3,895.34	£0.00	£0.00	£0.00	£0.00	£3,895.34
2018/19	£3,215.45	£7,159.12	£0.00	£0.00	£0.00	£0.00	£10,374.57
2019/20	£1,363.46	£5,194.85	£2,960.98	£268.60	£0.00	£0.00	£9,787.89
2020/21	£0.00	£0.00	£164.52	£321.44	£0.00	£0.00	£485.96
<b>TOTAL</b>	<b>£5,872.60</b>	<b>£19,831.07</b>	<b>£3,125.50</b>	<b>£590.04</b>	<b>£0.00</b>	<b>£197,974.38</b>	<b>£227,393.59</b>

**Homeless 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