

APPENDIX C

NAME	AMOUNT	DEPT	REASON
Miss Mpolokeng Evonne Mogoreg	£1,934.14	CTAX	The account was created for this tenant on the 23 rd January 2015. The period of liability was as per the tenancy agreement from 27 th January 2011 to 13 th December 2012. During the liability period, the previous tenant remained liable until revised tenancy agreements were received. The case, under the previous tenant, was referred to the bailiffs as no payments were being made leading to the receipt of the new tenancy agreement to correct person liable retrospectively. The landlord had no forwarding address to contact regarding the tenant and all notices were issued to the property. Reminder notices were issued on the 27 th March 2015 and searches were carried out on the 27 th March 2015 however no new address was found, with both internal and external systems checked. The debt was therefore passed to be written off as absconded/gone away
Mr Robert Maciej Mojek & Miss Malwina Malgorzata	£1,903.80	CTAX	The account was set up for these tenants on the 24 th July 2015. The liability period was as per the tenancy agreement provided for 16 th March 2013 to 23 rd January 2015. During this time, the previous tenant continued to be billed and the case was referred to the bailiffs who returned it in June 2014 as unable to collect. The account was reviewed again in February 2015 in preparation for second placement with bailiffs when the agents provided tenancy agreements for the new tenants. No forwarding address was known by the Managing Agents in respect of the tenant therefore the bill was issued to the property. Name searches were carried out, most recently on 15 th August 2015, on internal and external systems but were unsuccessful. The debt was therefore passed to be written off as absconded/gone away.
Mr Brian Kuhiri	£1,852.53	NNDR	This account balance was written off as the Council was unable to locate the ratepayer. The debt was for 2011/12 financial year it was deemed uneconomical to pursue after the recovery actions were already completed. Between 2012 and 2014, a returned bill was received in April 2012 so there were attempts to contact the ratepayer directly by email on the following day. Further attempts to trace Mr Kuhiri through LoCTA and Experian during April and September 2012 and again in May 2013, located an address due to the debtor being linked to a limited company in 2014. Following this the outstanding amount was issued to the enforcement agents. The enforcement agents subsequently returned this 5 months later in September 2014. Further traces were unsuccessful and additional Experian checks were conducted in October 2014 with no success leading to the recommendation to write off.

Mrs Susan A Dack	£1,769.27	CTAX	The tenant was liable for the period 1 st April 1999 to 6 th September 2004. Liability Orders were obtained and passed to the Enforcement Agent. Upon the return of a Warrant with Bail in 2004 it was noted on the Housing Records that the charge payer had absconded also leaving behind high rent arrears. The account was closed and passed for tracing. A forwarding address was located and an Attachment of Benefits Order was issued to the Department of Works and Pensions on the 27 th May 2004. Deductions of £11.40 were received every 4 weeks to reduce the balance. However they stopped on the 29 th January 2007. Following further reviews, the account was and sent to the bailiffs in 2012 who were unsuccessful in collecting the debt and the Liability Orders were returned to the Council in 2014. Final checks with the employer in December 2014 to consider an Attachment of Earnings Order were unsuccessful and therefore due to the age of the debt it was decided to pass the balance for write off as uneconomical to pursue. After a final review, the debt was referred for write off.
Mr Muhammad Sarwar	£1,739.15	CTAX	This tenant was liable for the period 10 th January 2013 to 6 th May 2014. An anonymous telephone call was received on the 10 th June 2013 to advise that Mr Sarwar had been in Pakistan for the previous 3-4 months as his father had passed away. The caller was asked to put this information in writing to the Council, but this was not done. No payments were received therefore the account was passed to the bailiffs in June 2013 who had the case until December 2013 but were unable to collect. A visit was made to the property by the Council Tax Visiting Officer to see if the property was a HMO. This was not apparent from the visit. The landlord contacted the Council on the 11 th August 2014 to advise they had evicted the tenant on the 6 th May 2014. No forwarding address was known. Final internal and external checks carried out in February 2015, proved unsuccessful. Therefore the balance was passed for write off as absconded/gone away.
Mr M Ashiru	£1,691.54	CTAX	This tenant was liable for the period 24 th October 2012 to 3 rd April 2014. No contact or payment was made by the tenant. The Landlord, Circle Anglia, was informed on 24 th July 2014 that the tenant had absconded giving no notice to quit his tenancy. Internal and external checks, in September 2014, were unsuccessful. The last checks were done in June 2015, including a credit reference check and internal system checks. No evidence to support the collection of the debt found so it was passed for write off as absconded/gone away.
Mr Anthony Elliot	£1,609.52	CTAX	This tenant was liable for the period 6 th October 2006 to 29 th August 2008. Managing Agents were contacted on 12 th March 2007 to see if he was still resident as no payments had been received, they confirmed he was still in occupation. Recovery taken and issued to

			<p>Enforcement Agent, however they returned the Liability Order as no contact. A visit made on the 12th September 2007, someone was in occupation but refused to open the door. Landlord was contacted on the 13th September 2007, and the landlord confirmed he believed Mr Elliot to still be in occupation. Mr Elliot made contact to state he was a student but never provided a student certificate. Another visit was carried out on 1st March 2008 and 8th March 2008 but no contact was made with debtor. Subsequently the managing agent informed the Council that Mr Elliot had left and the account was closed. The account was subject of further tracing, both internal and external, but all were unsuccessful so the debt was finally passed for write off as absconded/gone away.</p>
Mr Petras Puzonas & Mr Rytis Abramabicius	£1,557.46	CTAX	<p>These tenants were registered from 22nd February 2013 following a call to the Managing Agents to obtain the occupation details on the 18th March 2013. Account closed as per letter from Managing Agents advising that Mr Puzonas had gone to Lithuania. No forwarding address known for Mr Abramabicius. Tracing commenced on the 13th October 2014 however nothing was found and the final traces through 2015 were unsuccessful. The debt was passed for write off as debtor had left UK.</p>
Miss Pamela Elimo	£1,546.75	CTAX	<p>This tenant was registered from 21st August 2006 to 19th April 2010 as per information from the Council's Housing Department.</p> <p>Miss Elimo had been issued with a Liability Order every year of her occupation. An attachment of earnings order was issued in December 2007, and a second one in September 2008. Payments were received until November 2009. Part of the arrears were referred to the bailiffs in September 2008, but they were unsuccessful in collecting. The account was then sent to the bailiffs again in February 2010 but they were, again unsuccessful. The account was subject of further tracing by multiple bailiffs between 2010 and 2015.</p> <p>The bailiffs were unsuccessful in collecting and we conducted a final trace in 2015 and then passed the debt for write off as absconded/gone away</p> <p>The debt on Miss Elimo's rent account was passed for write off and £3,916.50 rent arrears were written off in April 2014.</p>