

Unpaid Rent Claim

- _____ Completed HUD 52670-A Part 2 (Schedule of Special Claims)
*must be fully complete, signed & dated

- _____ Completed HUD 52671-A Form (Special Claims for S8 Unpaid Rent/Tenant Damages)
*must be fully completed, signed and dated

- _____ Proof that the proper security deposit amount was collected at move in.
Must Include:
 - _____ A signed copy of the Original Lease or other documentation which shows the amount collected (ex. Copy of ledger, check or money order, etc.)
 - _____ A signed copy of the Move In Certification (50059) – This proves the amount on the lease is correct

- _____ Copy of ledger showing rent outstanding (this amount may include late fees)

- _____ Copy of a reconditioning log or documentation showing the date the unit became available for occupancy

- _____ Certified letter to tenant detailing the unpaid rent charges, the security deposit disposition demanding payment, and advising the tenant failure to pay the sums due will result in the owner/agent hiring a collection agency to collect the debt

- _____ Proof that at least two reasonable attempts were made to collect
Example:
 - _____ Documentation the matter was turned over to collection agency
 - _____ Documentation the agency attempted to collect debt (copy of letter)

- _____ A utilized copy of the “Unpaid Rent Claim Checklist”

** Cannot include legal fees unless court awards that tenant pay fees. Must submit court documents**

*Note – All claims must be submitted for approval within 180 days from the date the vacated unit became ready for occupancy.

Tenant Damages Claim

- _____ Completed HUD 52670-A Part 2 (Schedule of Special Claims)
*must be signed & dated
- _____ Completed HUD 52671-A Form (Special Claims for S8 Unpaid Rent/Tenant Damages)
*must be signed and dated
- _____ Proof that the proper security deposit was collected at move in
Must include:
- _____ A signed copy of the Original Lease or other documentation that shows the amount collected (ex. Copy of ledger, check or money order, etc.)
- _____ A signed copy of the Move In Certification (50059) - This proves the amount on the lease is correct
- *If the security deposit was collected in installments, documentation must be submitted to show that the entire deposit was indeed collected.
- _____ Copies of the Move In and Move Out Inspections (Cannot use baseline inspection)
*Move in inspection must be dated on or prior to Move In date and must be signed by both tenant and owner/agent
*Move Out inspection must be dated on or after Move Out date
- _____ Copy of a reconditioning log or documentation showing the date the unit became available for occupancy
- _____ Certified letter to tenant detailing the damages and related charges, the security deposit disposition demanding payment, and advising the tenant failure to pay the sums due will result in the owner/agent hiring a collection agency to collect the debt
- _____ Receipts of work or published lists of costs for repairs along with work orders or other documentation showing work completed
*does not include normal wear and tear
*cleaning and trash removal are not allowable unless beyond normal wear and tear
- _____ Proof that at least two reasonable attempts were made to collect
Example:
- _____ Documentation the matter was turned over to collection agency
- _____ Documentation the agency attempted to collect debt (copy of letter)
- _____ A utilized copy of the "Tenant Damages Claim Checklist"

*Note – All claims must be submitted for approval within 180 days from the date the vacated unit became ready for occupancy.

Regular Vacancy Claim

_____ Completed HUD 52670-A Part 2 (Schedule of Special Claims)
*must be signed & dated

_____ Completed HUD 52671-C Form (Special Claims for S8 Regular Vacancy)
*must be signed and dated

_____ A copy of the security deposit disposition
*To show the proper amount was collected at move in
*To verify vacancy losses were not paid by other sources and verification of the move out dates
*Must show an itemized list of any unpaid rent or damages to the unit and cost of repair along with a statement of tenants rights under state and federal laws per requirements of 4350.3 REV-1, paragraph 6-18

_____ Copy of a reconditioning log or similar document
*Must show move out date
*Must show start to finish of each process
*Must show date the unit was ready for occupancy

Note – The ready for occupancy date is the day after all work has been completed

_____ Proof that the proper security deposit was collected at move in
Must include:

_____ A signed copy of the Original Lease or other documentation that shows the amount collected (ex. Copy of ledger, check or money order, etc.)
_____ A signed copy of the Move In Certification (50059) - This proves the amount on the lease is correct

*If the security deposit was collected in installments, documentation must be submitted to show that the entire deposit was indeed collected.

_____ Waiting List
*Documentation describing the status and outcome of applicant's contacts. It should show the new tenant up to current date

_____ Date applicant was contacted; response of applicant; status of applicants move in
_____ If there is no waiting list, provide documentation of marketing efforts such as copies of advertisements or invoice of advertising expenses.
_____ Signed statement the waiting list is closed

_____ Rent Rolls(s) (Contracts with floating Section 8 units)
*A complete rent roll for the entire claim period to verify that a vacant Section 8 unit existed during the claim.

_____ A utilized copy of the "Regular Vacancy Claim Checklist"

*Note – All claims must be submitted for approval within 180 days from the date the vacated unit became ready for occupancy.