

Special Claims Checklist

Property Name _____ *Unit Number* _____

Contact Person/Phone: _____

Email Address to return Processed Claim _____

All Claims

- ☐ Completed form HUD 52670-A Part 2.

Regular Vacancy Claims

- ☐ Completed form HUD 52671-C (Regular Vacancy).
- ☐ Copy of security deposit disposition that was sent to tenant.
- ☐ Copy of the signed HUD-50059 Move In certification
- ☐ Proof that the proper security deposit was collected at move in:
Could be original lease, rent ledger or copies of check or money order
- ☐ Reconditioning log or similar document verifying the unit ready for occupancy date.
- ☐ Waiting list from which the tenant was selected
- ☐ If no waiting list, include documentation of marketing efforts
- ☐ Rent Roll (Only applies to contracts with floating Section 8 units)

Unpaid Rent Claim

- ☐ Completed form HUD 52671-A (Unpaid Rent/Damage).
- ☐ Copy of the signed HUD-50059 Move In certification
- ☐ Proof that the proper security deposit was collected at move in:
Could be original lease, rent ledger or copies of check or money order
- ☐ Reconditioning log or similar document verifying the unit ready for occupancy date.
- ☐ Certified letter to tenant detailing the unpaid rent charges and demand for payment.
- ☐ Evidence that 2 reasonable attempts were made to collect.
i.e. turned over to collection agency and agency attempted to collect.
- ☐ Copy of tenant's ledger report showing rent outstanding.

Damage Claims

- ☐ Completed form HUD 52671-A (Unpaid Rent/Damage).
- ☐ Copy of the signed HUD-50059 Move In certification
- ☐ Proof that the proper security deposit was collected at move in:
Could be original lease, rent ledger or copies of check or money order
- ☐ Reconditioning log or similar document verifying the unit ready for occupancy date.
- ☐ Certified letter to tenant detailing the damage charges and demand for payment.
- ☐ Evidence that 2 reasonable attempts were made to collect.
i.e. turned over to collection agency and agency attempted to collect.
- ☐ Copies of the Move In and Move Out Inspection Reports
- ☐ Receipts of work and/or work orders or other documentation showing work completed