

## 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