

Mandatory Checklist for Section 8 Special Claims

Regular Vacancy

Property Name: _____ **Contract #:** _____

Resident Name: _____ **Unit #:** _____

Special Claims for Regular Vacancy **MUST** include the following documents in accordance with HUD Handbook 4350.3 and the HUD Special Claims Processing Guide effective 8/1/06. Please indicate with a checkmark the items you are enclosing. Submissions without **ALL** documentation may be returned unprocessed. Thank you for your cooperation.

Note: Special Claims may only be requested for a unit that was occupied by a Section 8 household receiving subsidy. If assistance was terminated based on increased income causing the tenant to no longer qualify for assistance, owners cannot submit a claim.

1.		HUD-52670A, Part 2 with SIGNATURE
2.		Completed HUD-52671-C with SIGNATURE
3.		TRACS print out from HUD Secure-Systems. - For a MI/MO print the MI/MO Query - For a UT print the certification query for unit MI/MO and/or UT must be viewable in TRACS or claim will be denied.
4.		Documentation of the status of the waiting list (3 months) or pages from the waiting list displaying contact and outcome for new tenant.
5.		Copy of the reconditioning unit log showing the move-out date, start/finish dates of unit repair, date unit ready for occupancy, and date unit was re-rented. *Date unit ready for occupancy is the first FULL day AFTER ALL work was completed.
6.		Disposition of Security Deposit.
7.		Copy of original lease showing amount of security deposit paid. <i>This is only required IF the Move In 50059 does not show the Security Deposit collected. (Item # 28 on HUD-50059)</i> *Please send the 1 st page, the page showing security deposit, and the signature page ONLY .
8.		Copy of the signed form HUD-50059 completed at move-in for the former tenant, which shows the amount of security deposit that was required. (Item # 28)
9.		Has it been more than 180 days since unit was available for occupancy? (Please circle) <div style="text-align: center;"> Yes No (if yes, claim will be denied.) </div>
10.		Was the unit vacated by a police officer/security personnel? (Please circle) Yes No
11.		Did the resident provide proper notice of move-out? (Please circle) Yes No
12.		Copy of completed checklist. (One per packet.)

DO NOT SEND ORIGINAL DOCUMENTS, COPIES ONLY

Signature _____ Date _____

Mandatory Checklist for Section 8 Special Claims

Unpaid Rent and Tenant Damages

Property Name: _____ **Contract #:** _____

Resident Name: _____ **Unit #:** _____

Special Claims for Unpaid Rent and Tenant Damages **MUST** include the following documents in accordance with HUD Handbook 4350.3 and the HUD Special Claims Processing Guide effective 8/1/06. Please indicate with a checkmark the items you are enclosing. Submissions without **ALL** documentation may be returned unprocessed.

Note: Special Claims may only be requested for a unit that was occupied by a Section 8 household receiving subsidy. If assistance was terminated based on increased income causing the tenant to no longer qualify for assistance, owners cannot submit a claim.

1.	Completed Form HUD 52670A, Part 2 with SIGNATURE
2.	Completed Form HUD 52671A with SIGNATURE Unpaid rents and tenant damages must be filed on the same form.
3.	TRACS print out from HUD Secure-Systems. - For a MI/MO print the MI/MO Query - For a UT print the certification query for unit MI/MO and/or UT must be viewable in TRACS or claim will be denied.
4.	Disposition of Security Deposit
5.	Copy of certified letter to tenant showing details of damages and related charges, demand for payment, and notice that failure to pay will result in the hiring of a collection agency.
6.	Documentation that the matter was turned over to a Collection Agency and Agency has attempted to collect the debt (i.e. copy of agency's first demand letter).
7.	Copy of original lease showing amount of security deposit paid. <i>This is only required IF the Move In 50059 does not show the Security Deposit collected. (Item # 28 on HUD-50059)</i> *Please send the 1 st page, the page showing security deposit, and the signature page ONLY .
8.	Copy of the signed form HUD-50059 completed at move-in for the former tenant, which shows the amount of security deposit that was required. (Item # 28)
9.	Copies of the Move-in and Move-Out inspection reports.
10.	Has it been more than 180 days since the unit was available for occupancy? (Please circle) Yes No (if yes, claim will be denied.)
11.	Documentation for all "other charges acceptable under the lease" that are not listed in the Special Claims Guidebook.
12.	Copy of completed checklist.

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Signature _____ Date _____