

**CHECKLIST FOR SECTION 8 SPECIAL CLAIMS FOR
REGULAR VACANCIES**

Property Name	
Contract Number	
Unit Number	

Attach the following required items to the claim submission. All documentation must identify the unit number and date.

Item No.	Owner <input checked="" type="checkbox"/>	CHFA <input checked="" type="checkbox"/>	ITEM DESCRIPTION
1			Copy of this completed checklist.
2			Completed form HUD-52670-A Part 2.
3			Completed form HUD-52671-C.
4			Copy of the Vacancy Reconditioning Log showing the move-out date, start and finish of each process, date unit was ready for occupancy, the date unit was re-rented, etc.
5			Documentation that the appropriate security deposit was collected from the resident. This must include a copy of the original lease (first page, security deposit page and signature page only), and either a copy of the resident's ledger card or a copy of the receipt(s) for security deposit.
6			Copy of original signed move-in HUD 50059 (all pages) for the former resident which shows the amount of the security deposit required. If the resident transferred, provide all pages of HUD 50059 showing the transfer.
7			Copy of the 50059 in effect at the time of move-out. (Gross rent changes do not have to be signed unless there was a change to the resident's rent).
8			Copy of the notice to vacate. If written notice was not received, please indicate the reason why.
9			Copy of the page(s) from the Voucher/HAP showing the move-out adjustment.
10			Print out from TRACS showing move-out or unit transfer date of the former resident.
11			Copy of the page(s) from Voucher/HAP showing the new residents move-in date and adjustment.
12			Print out from TRACS showing move-in or unit transfer date of the new resident.
13			A copy of the security deposit disposition notice provided to the resident which indicates the move-out date, amount of security deposit collected, amount of security deposit returned and any charges withheld from the deposit for unpaid rent, resident damages or other charges due under the lease.
14			Copy of the waiting list from which the new resident was selected (i.e. unit transfer waiting list, one-bedroom waiting list, etc.) or information from previous waiting list describing contact with the applicant and the outcome of the contact. If the new move-in is a transfer, please also provide documentation that supports the transfer (in accordance with the Tenant Selection Plan).
15			If the unit was not filled from the waiting list(s), documentation of marketing efforts must be included such as copies of advertising or invoices for advertising expenses that substantiate the date marketing occurred in accordance with the AFHMP.

Claims must be submitted within one hundred eighty (180) calendar days after the unit becomes available for occupancy. **CLAIMS OVER ONE HUNDRED EIGHTY (180) CALENDAR DAYS OLD WILL BE DENIED** (See HUD Handbook 4350.3, Rev 1, Chg 3, Chapter 9, Page 9-24, Paragraph D.4.a.)