

**CHECKLIST FOR SECTION 8 SPECIAL CLAIMS FOR  
UNPAID RENTS/DAMAGES**

<b>Property Name</b>	
<b>Contract Number</b>	
<b>Unit Number</b>	

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

<b>Item No.</b>	<b>Owner</b> <input checked="" type="checkbox"/>	<b>CHFA</b> <input checked="" type="checkbox"/>	<b>ITEM DESCRIPTION</b>
<b>A</b>			For all claim submissions:
<b>1</b>			Copy of this completed checklist.
<b>2</b>			Completed form HUD-52670-A Part 2.
<b>3</b>			Completed form HUD-52671-A.
<b>4</b>			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.
<b>B</b>			If claim is for both unpaid rent and other charges and resident damages are for the same unit and resident, the claim for resident damages must be calculated on the same form HUD-52671-A and filed as one claim.
<b>C</b>			Unpaid rent and other charges:
<b>1</b>			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 <b>only</b> ), and either a copy of the resident's ledger card or a copy of the receipt(s) for security deposit.
<b>2</b>			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.
<b>3</b>			Copy of the 50059 in effect at the time of move-out.
<b>4</b>			Copy of the notice to vacate. If written notice was not received, please indicate the reason why.
<b>5</b>			Copy of the page(s) from the Voucher/HAP showing the move-out adjustment.
<b>6</b>			Print out from TRACS showing move-out or unit transfer date of the former resident.
<b>7</b>			Copy of the page(s) from Voucher/HAP showing the new residents move-in date and adjustment.
<b>8</b>			Print out from TRACS showing move-in or unit transfer date of the new resident.
<b>9</b>			A certified letter sent to the resident detailing the unpaid rent and other charges, the disposition of the security deposit, demanding payment, and advising the resident that failure to pay the sums due will result in the owner/agent hiring a collection agency to collect the debt.
<b>10</b>			Documentation that the matter was turned over to a collection agency.
<b>11</b>			Signed letter from HUD project manager that demonstrates other charges due under the lease were approved by HUD. Also provide list of these charges.
<b>D</b>			Resident damages: In addition to documentation for unpaid rent and other charges:
<b>1</b>			Copies of the signed and dated move-in and move-out inspection reports.
<b>2</b>			Itemized list of damages.
<b>3</b>			Breakdown of costs to repair the damages, which may include invoices, receipts, copies of work orders or maintenance records supporting dates work was completed.
<b>4</b>			A copy of the security deposit disposition notice provided to the resident.
<b>5</b>			The owner/agent must certify the submitted claim is not the result of normal wear and tear or routine maintenance.

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 C.4.a.)