

General Special Claim Submission Requirements

- Special Claims must be submitted to PHFA for approval with all appropriate supporting documents (see special claims check-lists) in accordance with HUD regulations.
- PHFA check-lists can be found on our website - www.phfa.org .
- Check-lists for each unit listed on the claim must be included with the claim submission packet.
- **All** forms must be signed.
- Claim packets must be submitted for approval prior to 180 days of the ready for occupancy date.
- The move-out or unit transfer must be in TRACS when a claim packet is submitted.
- If the unit was re-rented within 60 days after the ready for occupancy date, the move-in or unit transfer in must be in TRACS when the claim is submitted.
- Claim packet submissions **MUST** be submitted via mail – currently, PHFA does not accept claim packets received via fax or email.
- Payment requests for approved/adjusted claims must be made on a voucher within 90 days of the claim approval date.
- Reference information pertaining to HUD's special claim submission requirements can be found in HUD's Special Claims Processing Guide.