

811PRA REGULAR VACANCY CLAIM CHECKLIST

PROPERTY NAME			
CONTRACT NUMBER		UNIT NUMBER	

Submission Timelines:

Initial Claim: Must be received PHFA within 180 days from the date the unit became available for occupancy.

Resubmitted Claim: Must be received by PHFA within 30 calendar days from the date of notification letter.

Appeal: Must be received by PHFA with 30 calendar days from the date of notification letter.

HUD FORMS & PROCESSING CHECKLIST

1. Complete the current version of form HUD-52670-A Part 2
2. Complete the current version of form HUD-52671-C
3. Complete a Checklist – S811 PRA Special Claims for Regular Vacancies

REQUIRED DOCUMENTATION FOR SPECIAL CLAIMS SUBMISSION

4. Submit a copy of the signed move-in 50059 completed at move-in, birthdate and SSN redacted, for the former tenant that shows the amount of the TTP and verifies the correct amount of security deposit.
5. Submit documentation that the appropriate security deposit was collected from the tenant, such as: a copy of the original move-in lease, a copy of the tenant’s ledger card, or a copy of the receipt(s) for security deposit collected. ****If the tenant failed to give proper notice to vacate as required under the lease, the claim must be reduced by the amount collected from other sources.**
6. Submit a copy of the security deposit disposition notice provided to the tenant which indicates the move-out date, amount of security deposit collected, amount of security deposit returned, any charges withheld from the deposit for unpaid rent, tenant damages or other charges due under the lease.
7. Submit a copy of voucher adjustment page verifying the move-out date of former tenant. ****Confirm that the move-out of the former tenant is viewable in TRACS.**
8. Submit a copy of voucher adjustment page verifying the move-in for new tenant. ****Confirm that the move-in for the new tenant is viewable in TRACS**
9. Submit a copy of the maintenance log that contains the following:
 - Move-out date
 - Start and finish dates of each process for reconditioning the unit
 - Date unit is ready for occupancy after all work is completed
 - Date unit was re-rented
10. If unit was not filled within 60 days, submit self-certification stating unit was listed with PAIR for 60 days.

Signature of Owner/Management Agent

Date
