

Regular Vacancy Claim Checklist

Project Name: \_\_\_\_\_

Contract Number: \_\_\_\_\_

Unit Number: \_\_\_\_\_

Include the following items with the claim submission:

1. \_\_\_\_\_ Completed form HUD-52670-A Part 2 (Schedule of Special Claims).
2. \_\_\_\_\_ Completed form HUD-52671-C (Claim Form).
3. \_\_\_\_\_ A copy of the signed form HUD-50059 completed at move-in for the former tenant which shows the amount of the TTP and verifies the correct amount of security deposit.
4. \_\_\_\_\_ Documentation that the appropriate security deposit was collected from the tenant: for example, a copy of the lease, a copy of the tenant's ledger card, or a copy of the receipt(s) for security deposit collected.
5. \_\_\_\_\_ 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 and any charges withheld from the deposit for unpaid rent, tenant damages or other charges due under the lease.
6. \_\_\_\_\_ Voucher Adjustment Page showing move-out adjustments for vacating tenant.  
To verify that move-out has been processed by CA and all assistance received has been paid back to HUD retroactively to the tenant's move-out date. (Schedule of Tenant Assistance Payments Due)
7. \_\_\_\_\_ Voucher Adjustment Page showing move-in adjustments for new tenant.  
To verify that move-in has been processed by CA. (Schedule of Tenant Assistance Payments Due)
8. \_\_\_\_\_ Reconditioning Log or other Maintenance records showing:
  - a. The move-out date.
  - b. Start and finish date of each process for reconditioning the unit.
  - c. Date the unit is ready for occupancy after all work is completed.
  - d. Date the unit was re-rented.\*\* All dates must match 52671-C
9. \_\_\_\_\_ Waiting List (for new tenant) and the outcome of applicant contacts.  
(i.e., Date applicant was contacted, response of applicant and status of applicant's move-in, signed statement that the waiting list is closed or there is no waiting list).
10. \_\_\_\_\_ Rent Roll (Only applies to contracts with floating Section 8 units).  
A complete rent roll for the entire claim period to verify that a vacant Section 8 unit existed during the claim.

11. \_\_\_\_\_ Unit transfer - submit the following information:  
a. Documentation stating the reason for the transfer to and from another unit  
b. Evidence the security deposit was transferred or a new security deposit was secured  
(i.e. Security disposition, new lease, new unit transfer 50059 or statement from owner or manager.)
12. \_\_\_\_\_ 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.

\_\_\_\_\_  
Signature of Owner/Manager

\_\_\_\_\_  
Date