

REGULAR VACANCY CLAIM CHECKLIST

PROPERTY NAME			
CONTRACT NUMBER		UNIT NUMBER	

Select one of the following submission types:

- **Initial Claim:** Must be received by CA within **180 days** from the date the unit became available for occupancy.
- **Resubmission:** Must be received by CA within **30 calendar days** from the date of notification letter.
- **Appeal:** Must be received by CA with **30 calendar days** from the date of notification letter.

ITEMS FOR SPECIAL CLAIMS SUBMISSION: SPECIAL CLAIMS ELIGIBILITY

If assistance was terminated, verify claim eligibility.

For partially assisted properties: If subsidy was transferred to another unit effective the day after termination or move-out, the unit is ineligible for claim submission.

HUD FORMS & PROCESSING CHECKLIST

1. _____ Complete the current version of form **HUD-52670-A Part 2 (Special Claims Schedule)**.
2. _____ Complete the current version of form **HUD-52671-C (Claim Form)**.
3. _____ Complete a **Regular Vacancy Checklist** for each unit submitted.

REQUIRED DOCUMENTATION FOR SPECIAL CLAIMS SUBMISSION

4. _____ Submit a copy of the signed move-in 50059 completed at move-in 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 former tenant, such as: a copy of the signed 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 security deposit was kept for vacancy reasons, the amount must be included on the form HUD-52671-C. (NOTE: 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. ****If move-out tenant transferred to another unit provide documentation stating the reason for the transfer to and from another unit and evidence the security deposit was transferred or a new deposit was secured.** (i.e. Security deposit disposition, new lease, new unit transfer 50059 or statement from owner/management agent.)
7. _____ Submit a copy of voucher adjustment page verifying the move-out or unit transfer-out date for the former tenant. ****Confirm that the move-out or unit transfer-out for the former tenant is viewable in TRACS.**
8. _____ Submit a copy of voucher adjustment page verifying the move-in or unit transfer-in date for new tenant. ****Confirm that the move-in or unit transfer for the new tenant is viewable in TRACS. **If the unit is not reoccupied by a subsidized tenant, therefore, the move-in will not be viewable in TRACS. A hardcopy of the form HUD-50059 or the move-in lease for the market rent tenant must be submitted.**

Also, a copy of the form HUD-50059 must be submitted for the tenant receiving the subsidy if subsidy was transferred to another unit/tenant.

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
- **All dates must match the form HUD-52671C.**
10. _____ Submit a copy of the waiting list that contains the following:
- Name of new tenant (Head of Household)
 - Income Level
 - Date and time of application-Need for Accessible Unit
 - Unit Size
 - Working waiting list during vacancy period (document all dates and actions taken)
 - Remove/rejected date and time
 - Move-in date
- **New move-in must be shown on waiting list.**
**** Contact dates and comments showing that the Owner/Management Agent was maintaining the waiting list and processing applications in a timely fashion, including following-up on initial contacts and applicant responses.**
11. _____ If the new tenant is a unit transfer from another unit submit the following documentation.
- Documentation stating the reason for the unit transfer to another unit
 - Evidence the security deposit was transferred or a new deposit was secured
- **Acceptable documentation: Security deposit disposition, New lease, New Unit Transfer 50059, Written statement from Owner or Management Agent (Statement must include, transfer date, security deposit amount transferred and/or new security deposit amount.)**
12. _____ If unit was not filled from the waiting list documentation of marketing efforts must be included. Submit copies of advertisements or invoices for advertising expenses that substantiate the date marketing occurred in accordance with AFHMP.
13. _____ Submit a copy of the Rent Roll (Only applies to properties with floating Section 8 Units)
- A complete Rent Roll for the entire claim period to verify that the vacant Section 8 unit existed during the claim.

Signature of Owner/Management Agent

Date