

### UNPAID RENT/DAMAGE 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 claim is ineligible.

#### HUD FORMS & PROCESSING CHECKLIST

1.  Complete the current version of form HUD-52670-A Part 2 (Special Claims Schedule).  
**\*\*If a claim is submitted for both unpaid rent and tenant damages for the same unit and tenant, the claim for unpaid rent and tenant damages must be calculated on the same form HUD-52671-A and submitted as one claim.**
2.  Complete the current version of form HUD-52671-A (Claim Form).
3.  Complete an Unpaid Rent/Damage 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 Owner or Management Agent did not collect the appropriate security deposit, the claim will be reduced by the amount of the security deposit the owner/agent should have collected from the tenant.**
6.  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.**
7.  Submit a certified letter that includes all required items such as: unpaid rent and other charges, disposition of the security deposit; demand for payment; notice to the tenant that failure to pay the sum will result in the Owner or Management agent hiring a collection agency to collect the debt; the tenant's right to discuss the charges with the Owner or Management Agent.
8.  Submit documentation the matter was turned over to a collection agency and that the collection agency attempted to collect the debt.

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 documentation of unpaid rent.
11. \_\_\_\_\_ Submit documentation for other charges due under the lease.
- Ensure allowable 'other charges' are included with unpaid rent such as:
    - Failure to return keys
    - Late fees, if allowable under the lease and state/local law
    - Any charges for damages during tenancy that the tenant was previously billed for and that was still unpaid at move-out. (Returned check fee is not allowed)

### TENANT DAMAGES

In addition to the documentation for unpaid rent and other charges, provide the following.

12. \_\_\_\_\_ Submit a copy of the security deposit disposition notice provided to the former tenant which indicates:
- Move-out date
  - Amount of security deposit collected
  - Amount of security deposit returned
  - Any charges withheld from deposit for unpaid rent, tenant damages or other charges due under the lease.
- \*\*If the Owner/Management Agent did not collect the appropriate security deposit, the claim will be reduced by the amount of the security deposit the Owner/Management Agent should have collected from the tenant.**
13. \_\_\_\_\_ Move-In and Move-Out Inspection forms.
- Move-In inspection must be signed and dated by the Tenant and the Owner or Management Agent.
  - Move-Out inspection must be signed and dated by the Owner or Management Agent.
14. \_\_\_\_\_ Submit a copy of an itemized list of damages provided to the former tenant with a breakdown of the cost for each item repaired/replaced, which may include invoices, receipts, copy of work orders or maintenance records supporting dates work was completed.
15. \_\_\_\_\_ Confirm that damages are due to tenant's negligence and abuse, not normal wear and tear.
- Submit documentation of repair cost breakdown of at least one of the following: invoices Receipts, Owner or Management Agent Certification or other documentation acceptable to HUD or the CA.
  - Ensure calculations accurately followed for life expectancies.

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Signature of Owner/Management Agent

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Date