

Unpaid Rent/Damages Claim Checklist

Project Name: _____

Contract Number: _____

Unit Number: _____

A. For all claim submissions 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-A (Claim Form).

B. If the claim is for both unpaid rent/other charges and tenant damages and for the same unit and tenant, the claim for tenant damages must be calculated on the same form HUD-52671-A Part 2 and filed as one claim.

C. Unpaid rent and other charges:

1. _____ 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.
2. _____ 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.
3. _____ 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)
4. _____ A certified letter sent to the tenant detailing the unpaid rent and other charges, the disposition of the security deposit, demanding payment, and advising the tenant that failure to pay the sums due will result in the owner/agent hiring a collection agency to collect the debt.
5. _____ Documentation the matter was turned over to a collection agency and that the collection agency attempted to collect the debt.
6. _____ 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.
7. _____ Documentation for other charges that were due under the lease that demonstrates the charges were approved by HUD.

D. Tenant Damages: In addition to the documentation for unpaid rent and other charges, provide the following:

1. _____ 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.
2. _____ Move-In and Move-Out Inspection Form
 - a. Move-In inspection must be dated and signed by both Tenant and Owner/Agent.
 - b. Move-Out inspection must be dated and signed by Owner/Agent
3. _____ Itemized list of damages with a breakdown of costs to repair the damages, which may include invoices, receipts, copy of work orders or maintenance records supporting dates work was completed.
4. _____ The owner/agent must certify the submitted claim is not the result of normal wear and tear or routine maintenance.

Signature of Owner/Manager

Date