

### General Special Claim Submission Requirements

- Special Claims must be submitted to PHFA for approval with all appropriate supporting documents (see special claims check-list) in accordance with HUD regulations.
- PHFA check-lists can be found on our website — [www.phfa.org](http://www.phfa.org)
- Check-lists for each unit listed on the claim must be included with the claim submission packet.
- **All** forms must be signed.
- Claim packet submissions are required to be submitted electronically via PHFA's secure document system, <https://mft.phfa.org/form/contractadmindocumentsubmission>
- Claim packets must be submitted for approval prior to 180 days of the ready for occupancy date.
- The move-out or unit transfer must be in TRACS when a claim packet is submitted.
- If the unit was re-rented within 60 days after the ready for occupancy date, the move-in or unit transfer in must be in TRACS when the claim is submitted.
- **All** social security numbers and birthdays should be redacted from documents before the claim packet is submitted.
- Payment request for approved/adjusted claims must be made on a voucher within 90 days of the claim approval date.
- Reference information pertaining to HUD's special claims submission requirements can be found in HUD's Special Claims Processing Guide.