**Special Claims Checklist**

**Property Name** _____________________________  **Unit Number** ____________

Contact Person/Phone: _______________________________________________________

Email Address to return Processed Claim _________________________________________

**All Claims**
- □ Completed form HUD 52670-A Part 2.

**Regular Vacancy Claims**
- □ Completed form HUD 52671-C (Regular Vacancy).
- □ Copy of security deposit disposition that was sent to tenant.
- □ Copy of the signed HUD-50059 Move In certification
- □ Proof that the proper security deposit was collected at move in:
  - Could be original lease, rent ledger or copies of check or money order
- □ Reconditioning log or similar document verifying the unit ready for occupancy date.
- □ Waiting list from which the tenant was selected
- □ If no waiting list, include documentation of marketing efforts
- □ Rent Roll (Only applies to contracts with floating Section 8 units)

**Unpaid Rent Claim**
- □ Completed form HUD 52671-A (Unpaid Rent/Damage).
- □ Copy of the signed HUD-50059 Move In certification
- □ Proof that the proper security deposit was collected at move in:
  - Could be original lease, rent ledger or copies of check or money order
- □ Reconditioning log or similar document verifying the unit ready for occupancy date.
- □ Certified letter to tenant detailing the unpaid rent charges and demand for payment.
- □ Evidence that 2 reasonable attempts were made to collect.
  - i.e. turned over to collection agency and agency attempted to collect.
- □ Copy of tenant’s ledger report showing rent outstanding.

**Damage Claims**
- □ Completed form HUD 52671-A (Unpaid Rent/Damage).
- □ Copy of the signed HUD-50059 Move In certification
- □ Proof that the proper security deposit was collected at move in:
  - Could be original lease, rent ledger or copies of check or money order
- □ Reconditioning log or similar document verifying the unit ready for occupancy date.
- □ Certified letter to tenant detailing the damage charges and demand for payment.
- □ Evidence that 2 reasonable attempts were made to collect.
  - i.e. turned over to collection agency and agency attempted to collect.
- □ Copies of the Move In and Move Out Inspection Reports
- □ Receipts of work and/or work orders or other documentation showing work completed

Revised: 12/7/2016