

## Special Claims Documentation Needed for Submitting a Complete Package

### **Required Documentation for All Claims:**

A completed copy of the Special Claims Checklist (one for each unit)

Completed form HUD 52670-A Part 2 Special Claims Schedule (HUD's latest revision).

Security Deposit Disposition:

- Notice provided to resident indicating the MO date, amount of deposit collected, amount of deposit returned and any charges withheld from the deposit.

Proof that the proper security deposit amount was collected at move in. Must include:

- A signed copy of the Original Lease, only include the following pages:
  - 1<sup>st</sup> page with the tenant's name
  - Page showing the security deposit amount
  - Last page with the tenant's signatures.
- A signed copy of the Move In Certification (50059).
  - To show the security deposit required and signatures.

Copy of the reconditioning log or similar document that includes the following:

- Move Out Date
- Must show the start to finish of each process
- Date the unit was ready for occupancy (the day after the work has been completed)

Tenants Move Out certification must be submitted to TRACS and visible in TRACS

### **Regular Vacancy Claims (additional information for this claim):**

Completed form HUD-52671-C Special Claims for Regular Vacancies (HUD's latest revision).

Waiting list from which the tenant was selected.

- Only need to provide the page showing the tenant's name, contact information and outcome.
- ★ If there is no waiting list, provide marketing documentation covering time period prior to and during vacancy. Include one of the following:
  - Copies of advertising
  - Copies of invoices that substantiate advertising dates
  - Copies of contact letters/call sheets to local agencies or community contacts

Rent Rolls (Contracts with floating Section 8 units):

- A complete rent roll for the entire claim period to verify that a vacant Section 8 unit existed during the claim

### **Unpaid Rent and Damage Claims (additional information for these claims)**

Completed HUD 52671-A Unpaid Rent/Tenant Damages (HUD's latest revision)

Certified letter to tenant detailing the following:

- Unpaid rent and/or damages and any other related charges, disposition of the security deposit, demand for payment and advising the tenant that the debt is being turned over to a collection agency.

Proof that at least two reasonable attempts were made to collect. Examples:

- Documentation that the matter was turned over to the collection agency
- Documentation the agency attempted to collect debt (copy of letter)

Specific to Unpaid Rent claims provide:

Copy of ledger showing rent outstanding (this amount may include late fees, previous damage to the unit still unpaid and failure to return keys)

Specific to Damage Claims provide:

Copies of the Move in and Move Out Inspections

- Move In Inspection must be dated on or prior to Move In date and must be signed by both tenant and owner/agent
- Move Out Inspection must be dated on or after Move Out date

Receipts of work and/or published lists of costs for repairs along with work orders or other documentation showing work completed

- Only extraordinary repairs and/or replacements should be claimed. Normal wear and tear such as nail holes repaired, carpet shampooing, and routine cleaning should not be included in this amount. **All damages being claimed must clearly show as tenant damage on the MO inspections.** The MI inspection form must also be included to compare the condition of the unit at the time of MI.
- Items such as painting, carpet and flooring tiles/vinyl are prorated using the Life Expectancy Chart (Appendix 5D of the HUD Special Claims Processing Guide). When requesting prorated payment for these items, the date the item was put in use must be documented.

*Note:* After payment of tenant damages and/or unpaid rent by MaineHousing through a claim, any subsequent amount collected from the tenant through collection efforts should be refunded to MaineHousing on the next voucher.