

**Owner Checklist for Section 8 Special Claims for Unpaid Rent and Damages
Revised 8/1/11**

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| Property Name and Contract #: _____ Unit #: _____ | |
| Vacated Resident's Last Name: _____ Move-in Resident's Last Name: _____ | |
| 1. Claim Period | |
| | Claim request must be received by SHCC (date stamped) <i>within 180 days</i> from the date the unit was available for occupancy. |
| 2. TRACS Certifications - Per the 2006 Special Claims Processing Guide Chap. 3 "Owners cannot submit a special claim for the unit when the termination of rental assistance was based on the tenant's income increasing to where he/she no longer qualifies for assistance." | |
| | <u>Vacating</u> resident's move-out/unit transfer certification has been submitted and is viewable in TRACS. |
| | <u>Move-in</u> resident's move-in/unit transfer certification has been submitted and is viewable in TRACS. |
| 3. Checklist | |
| | A checklist of required documentation must be submitted for <i>each unit</i> included in claim. |
| 4. Claim Forms | |
| | HUD-52670-A Part 2 (<i>Special Claims Schedule</i>) - one signed and dated copy of the claim form listing <i>all units</i> included in the claim request will suffice. |
| | HUD-52671-A (<i>Special Claims for Unpaid Rent/Damages</i>) one signed and dated copy for <i>each unit</i> must be submitted. Verify the move-out date, the date the unit was re-rented, the amount of security deposit that was required, any interest earned on security deposit, contract rent at time of move-out, and all subsequent calculations are listed correctly. |
| 5. Move-in HUD-50059 | |
| | Copy of the signed and dated form HUD-50059 completed at <i>original move-in</i> for <u>vacating resident</u> , which denotes total tenant payment. |
| 6. Security Deposit (SD) Documentation - If there was an under collection then the required SD that should have been collected needs to be included in line 1 of the claim form. However, if an over collection took place then the over collection amount should be included in line 1. | |
| | A copy of the vacating resident's rent ledger, or SD receipt(s) verifying the amount of SD collected prior to move-out. <i>See Fig. 6-6 of the 4350.3 Rev-1, Change 3 for SD requirements.</i> |
| | A copy of the SD disposition notice should indicate the move-out date, amount of SD collected, amount of SD returned, and any charges withheld from the SD for unpaid rent, tenant damages, or other charges due under the lease. |
| 7. Make-ready (MR) documentation | |
| | MR documentation should verify the date the unit was ready for occupancy. |
| 8. Evidence of Collection Efforts | |
| | Copy of certified demand for payment letter (<i>i.e. copy of the envelope with dated postal stamp or copy of completed return receipt</i>) sent to vacating resident detailing: the unpaid rent, additional itemized charges assessed, the disposition of the SD, language informing the resident that failure to pay the sums due will result in the owner/agent hiring a collection agency to collect the debt, and they have right to discuss the charges with the owner/agent. |
| | Documentation showing that the matter was turned over to a collection agency for collection. (<i>i.e., copy of collection agency's first demand letter or confirmation statement</i>). |
| | Documentation for other charges included in claim that were under the lease and approved by HUD. |
| 9. Unit Inspections (Damage Claims Only) | |
| | Copies of the move-in and move-out inspection forms for the unit and resident the claim is being submitted for. |
| 10. Damages Documentation (Damage Claims Only) | |
| | Itemized list of damages and breakdown of costs to repair the damages. <i>Color photos may be submitted to support damages.</i> |

**Unpaid Rent & Other Charges Claims - Per the 2006 Special Claims Processing Guide Sect. 5-2 "other charges" due under the lease such as failure to return keys, late fees, if allowable under the lease and state or local law, or any charges for damages that were previously billed still unpaid at move-out are to be included with the unpaid rent claim in line 7 of the claim form. With the exception of Section 202/8 late fees or unreturned keys are not allowable charges.*