

## SPECIAL CLAIMS CHECKLIST REGULAR VACANCIES

Note: Requirements for filing Special Claims can be found in HUD Handbook 4350.3, Chapter 9, and in HUD's Special Claims Processing Guide. These publications, and the required Forms HUD 52671-A and 52670-A, Part 2 can be found at [www.hudclips.org](http://www.hudclips.org).

*In order to facilitate processing, please ensure that all required documentation indicated below is included with each Special Claim submitted.*

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Project Name: \_\_\_\_\_

Unit Number: \_\_\_\_\_

1. \_\_\_\_\_ Completed form HUD 52670-A, Part 2.
2. \_\_\_\_\_ Completed form HUD 52671-C.
3. \_\_\_\_\_ A copy of the signed form HUD-50059 completed at move-in that shows the amount of the security deposit required.
4. \_\_\_\_\_ Documentation that the appropriate security deposit was collected from the tenant. (One or more of the following must be submitted: copy of applicable page(s) the original lease, copy of the former tenant's security deposit ledger card, or a copy of the security deposit receipt.)
5. \_\_\_\_\_ Copy of the security deposit disposition worksheet that was provided to the former tenant. The disposition worksheet must include: 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.
6. \_\_\_\_\_ Documentation that supports and verifies the date the unit was ready for occupancy; such as copies of invoices, maintenance timesheets, maintenance logs...
7. \_\_\_\_\_ A copy of the waiting list from which the tenant was selected (must include contact information and outcome).
8. \_\_\_\_\_ If the unit was not filled from the "waiting list," documentation of marketing efforts that comply with the project's approved Affirmative Fair Housing Marketing Plan, and FHEO must be included. This should include: copies of advertising; copies of invoices that substantiate advertising dates / efforts; copies of contact letters / call sheets to local agencies or community contacts, or other marketing efforts undertaken in accordance with the AFHMP.
9. \_\_\_\_\_ Copy of the signed and dated Move-out inspection form for the former tenant.
10. \_\_\_\_\_ Verify that Move-in / Move-out data is present in TRACS; submit a copy of the print-out from the Certification Query.
11. \_\_\_\_\_ Move-in / Move-out adjustment pages from HAP Voucher submitted to TRACS.