



Checklist for Section 8 Special Claims for UNPAID RENT & DAMAGES

Project Name:	
Contract Number:	
Unit Number:	
Contact Name:	
Contact Phone Number:	
Email:	

Include the following required items from the checklist. All documentation MUST identify the unit number and date.

✓	Item Description
	Completed form HUD-52670-A Part 2 (<u>MUST</u> be signed and dated)
	Completed form HUD-52671-A (<u>MUST</u> be signed and dated) <i>If claim is for both unpaid rent and other charges and tenant damages are for the same unit and tenant, the claim for tenant damages must be calculated on the same form HUD- 52671-A and filed as one claim.</i>
	A copy of the signed form HUD-50059 (<u>all pages</u>) completed at move-in for the former tenant which shows the amount of the security deposit required
	Documentation that the appropriate security deposit was collected from the tenant (i.e. a copy of the original lease, a copy of the tenant’s ledger card, or a copy of the receipt(s) for security deposit
	A copy of the security deposit disposition notice provided to the tenant which indicates the 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
	Copy of certified letter sent to the tenant detailing the unpaid rent and other charges, demanding payment and advising the tenant that failure to pay the sums due will result in the owner/agent hiring a collection agency to collect the debt
	Copy of documentation that the matter was turned over to a collection agency and that collection agency attempted to collect the debt.
	Documentation for other charges that were due under the lease that demonstrates the charges were approved by HUD.
	HAP adjustment pages for move out and new move in. Per special claims guide Section 1-5, C; Section 3-3, C-5; Section 3-5,A
	Ledger pages to verify any unpaid rent or unpaid previous damages
<i>For Tenant Damages: In addition to documentation above, please include the following:</i>	
	Copies of the signed and dated move-in and move-out inspection reports
	Itemized list of damages
	Breakdown of costs to repair the damages, which may include invoices, pictures, receipts, copies of work orders or maintenance records supporting dates work was completed, prorated list.
	The owner/agent must certify the submitted claim is not the result of normal wear and tear or routine maintenance.