



Special Claims Checklist: Damages & Unpaid Rent

Before you get started with your submission, please ensure you are eligible by reviewing the Eligibility Requirements, found in Special Claims Processing Guide Chapter 5, Section 5-2

HUD Forms <ul style="list-style-type: none"><input type="checkbox"/> HUD-52670-A Part 2<input type="checkbox"/> HUD-52671-A<input type="checkbox"/> Special Claims Checklist	Voucher & TRACS Submission <ul style="list-style-type: none"><input type="checkbox"/> Submit verification of move-out date of former tenant viewable in TRACS<input type="checkbox"/> Submit verification: TRACS information matches HUD-52671-A (Adjustment Page)
Security Deposit Allocation	
Documentation that the correct security deposit was collected: <ul style="list-style-type: none"><input type="checkbox"/> Copy of original lease, tenant's rent ledger card, or receipt(s)<input type="checkbox"/> Signed copy of original move-in 50059 with amount<input type="checkbox"/> Move-in/move-out inspection reports	Copy of the Security Deposit Disposition Notice provided to the tenant indicating: <ul style="list-style-type: none"><input type="checkbox"/> Move-out date<input type="checkbox"/> Amount collected/should have collected<input type="checkbox"/> Any charges withheld from the deposit
<i>If applicable:</i> <ul style="list-style-type: none"><input type="checkbox"/> If incorrect deposit collected, claim reduced by amount that owner should have collected	
Damages & Charges	
<ul style="list-style-type: none"><input type="checkbox"/> Confirm that damages are due to tenant negligence/abuse, not normal wear and tear<input type="checkbox"/> Ensure calculations accurately follow life expectancies<input type="checkbox"/> Submit copy of itemized listing of damages provided to tenant	
<ul style="list-style-type: none"><input type="checkbox"/> Documentation of repair cost breakdown that includes at least one of the following:<ul style="list-style-type: none">• Invoices• Receipts• Owner/Agent certification• Documentation acceptable to HUD or CA	<ul style="list-style-type: none"><input type="checkbox"/> Allowable 'other charges' are included with unpaid rent (non-Section 202/8 properties):<ul style="list-style-type: none">• Failure to return keys• Late fees, if compliant with lease and state/local law• Any charges for damages during tenancy that was billed and unpaid at move-out
Attempts Made to Collect Debt	
<i>Submit documentation to show that reasonable steps were taken to collect the debt from tenant:</i>	
<ul style="list-style-type: none"><input type="checkbox"/> Certified letter that states all the following:<ul style="list-style-type: none">• Unpaid rent and other charges• Disposition of the security deposit• Demand for payment• Notice that failure to pay will result in hiring of collection agency to collect• Tenant's right to discuss the charges	<ul style="list-style-type: none"><input type="checkbox"/> First demand letter from the collection agency<input type="checkbox"/> <i>If applicable:</i> documentation of HUD approval for other charges due to the lease