



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

<p>HUD Forms</p> <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 	<p>Voucher & TRACS Submission</p> <ul style="list-style-type: none"> <input type="checkbox"/> Move-out date of former tenant viewable in TRACS <input type="checkbox"/> TRACS information matches HUD-52671-A
<p align="center">Security Deposit Allocation</p>	
<p>Documentation that the correct security deposit was collected:</p> <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 	<p>Copy of the Security Deposit Disposition Notice provided to the tenant indicating:</p> <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
<p align="center"><i>If applicable:</i></p> <p><input type="checkbox"/> If incorrect deposit collected, claim reduced by amount that owner should have collected</p>	
<p align="center">Damages & Charges</p>	
<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
<p align="center">Attempts Made to Collect Debt</p>	
<p align="center"><i>Submit documentation to show that reasonable steps were taken to collect the debt from tenant:</i></p>	
<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