



## Special Claims Checklist: Vacancies

**Before you get started with your submission, please ensure you are eligible by reviewing the Eligibility Requirements, found in Special Claims Processing Guide Chapter 3, Section 3-2**

<b>HUD Forms</b> <ul style="list-style-type: none"><li><input type="checkbox"/> HUD-52670-A Part 2</li><li><input type="checkbox"/> HUD-52671-C</li><li><input type="checkbox"/> Special Claims Checklist</li></ul>	<b>Unit Maintenance Log</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Move-out date</li><li><input type="checkbox"/> Date unit ready for occupancy</li><li><input type="checkbox"/> Date match: HUD-52671-C</li></ul>
<b>Voucher &amp; TRACS Submission</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Submit verification of move-out date of former tenant</li><li><input type="checkbox"/> If applicable: Submit verification of move-in date of new tenant</li><li><input type="checkbox"/> Confirm in TRACS: if unit was rented w/in claim period, move-out or unit transfer date of former tenant must be viewable</li><li><input type="checkbox"/> If unit not reoccupied by subsidized tenant, hardcopy of HUD-50059 for market rent tenant included</li></ul>	
<b>Security Deposit Allocation</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Signed move-in HUD-50059 for move-out tenant showing required security deposit amount</li><li><input type="checkbox"/> Documentation that appropriate security deposit collected from tenant (example: copy of original lease, tenant rent ledger, receipt)</li></ul> <p><i>Security deposit disposition notice provided to tenant indicating the:</i></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Move-out date      <input type="checkbox"/> Amount collected      <input type="checkbox"/> Amount returned &amp; any charges withheld</li><li><input type="checkbox"/> If security deposit kept for vacancy reasons, amount on HUD-52671-C</li></ul>	
<b>Wait List Management</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Copy of wait list showing compliance with HUD requirements</li><li><input type="checkbox"/> Copy of relevant wait list dates and comments showing maintenance and processing/follow up done in timely fashion</li></ul>	
<ul style="list-style-type: none"><li><input type="checkbox"/> Date of application</li><li><input type="checkbox"/> Time of application</li><li><input type="checkbox"/> Unit size</li><li><input type="checkbox"/> Income Level</li><li><input type="checkbox"/> Need for accessible unit</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Working waitlist during Vacancy Period</li><li><input type="checkbox"/> Removed/rejected date &amp; time</li><li><input type="checkbox"/> Move-in date</li><li><input type="checkbox"/> If applicable: preference type</li><li><input type="checkbox"/> Blank wait list in absence of special circumstance</li></ul>
<b>Affirmative Fair Housing Marketing Plan (AFHMP): Only if Wait List OPEN</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Ensure marketing efforts consistent with HUD-935.2A</li></ul> <p><i>If applicable:</i></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Approved or reviewed within 5 years</li><li><input type="checkbox"/> Revision of AFHMP approved by HUD</li><li><input type="checkbox"/> Ensure marketing efforts consistent with HUD-935.2A</li><li><input type="checkbox"/> If unit was not filled from the wait list, copies of advertisements or invoices for expenses</li></ul>	