



## SPECIAL CLAIMS CHECKLIST FOR VACANCY LOSS AFTER RENT-UP

PROPERTY NAME / CONTRACT NUMBER	
GENERAL HUD RESOURCE(S):	See the Special Claims Processing Guide, and Frequently Asked Questions (FAQs), for references below unless otherwise noted

### Select one of the following submission type:

- ☐ **Initial Claim:** Must be received by PBCA within 180 days from the date the unit became available for occupancy ([Pg 15, Sec 3-4 A](#))
- ☐ **Resubmitted Claim:** Must be received by PBCA within 30 calendar days from the date of the notification letter ([Pg 4, Sec 1-5 G3](#))
- ☐ **Appeal:** Must be received by PBCA within 30 calendar days of notification letter ([Pg 4, Sec 1-5 H1](#))

ITEMS FOR SPECIAL CLAIM SUBMISSION	SUBMITTED OR CONFIRMED
<b>SPECIAL CLAIM ELIGIBILITY</b>	
If assistance was terminated, verify claim eligibility ( <a href="#">Pg 11, Sec 3-2 B2 &amp; 3</a> )	<input type="checkbox"/> Confirmed <input type="checkbox"/> N/A
For partially assisted properties: If subsidy was transferred to another unit effective the day after termination or move-out, the claim is ineligible ( <a href="#">Pg 12, Sec 3-2 B3</a> )	<input type="checkbox"/> Confirmed <input type="checkbox"/> N/A
<b>HUD FORMS &amp; PROCESSING CHECKLIST</b>	
Complete the current version of form HUD-52670-A Part 2 ( <a href="#">Pg 12, Sec 3-3 A</a> )	<input type="checkbox"/> Submitted
Complete the current version of form HUD-52671-C ( <a href="#">Pg 12, Sec 3-3 A</a> )	<input type="checkbox"/> Submitted
Complete a Checklist – Special Claims for Regular Vacancies ( <a href="#">Pg 3, Sec 1-5 B</a> ; <a href="#">Pg 14, Sec 3-3 D</a> ; <a href="#">Appendix 3B</a> ; <a href="#">FAQs, Pg 2, Q2</a> )	<input type="checkbox"/> Submitted
<b>VOUCHER &amp; TRACS SUBMISSION</b>	
Submit copies of voucher adjustment pages verifying move-out date of former tenant and move-in date for new tenant (if applicable): ( <a href="#">Pg 13, Sec 3-3 C5</a> ; <a href="#">Pg 15, Sec 3-5 B</a> )	<input type="checkbox"/> Submitted
Confirm that the move-out or unit transfer date of the former tenant is viewable in TRACS: ( <a href="#">Pg 14, Sec 3-3 E1</a> )	<input type="checkbox"/> Confirmed
If the unit was rented within the claim period, the move-in or unit transfer for the new tenant must be viewable in TRACS ( <a href="#">Pg 14, Sec 3-3 E2</a> )	<input type="checkbox"/> Confirmed <input type="checkbox"/> N/A
If the unit is not reoccupied by a subsidized tenant, the move-in will not be viewable in TRACS, therefore a hardcopy of the form HUD-50059 for the market rent tenant must be submitted ( <a href="#">Pg 14, Sec 3-3 E2</a> )	<input type="checkbox"/> Submitted <input type="checkbox"/> N/A

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<b>SECURITY DEPOSIT ALLOCATION</b>	
If the Security Deposit was kept for vacancy reasons, the amount must be included on the form HUD-52671-C (Note: If the tenant failed to give proper notice to vacate as required under the lease, the claim must be reduced by the amount collected from other sources; <a href="#">Pg 14, Sec 3-3 F3; FAQs, Pg 7, Q17</a> )	<input type="checkbox"/> Confirmed <input type="checkbox"/> N/A
Submit a copy of the signed move-in 50059 for the move-out tenant which shows the amount of security deposit that was required. ( <a href="#">Pg 13, Sec 3-3 C2</a> )	<input type="checkbox"/> Submitted
Submit documentation that the appropriate security deposit was collected from the tenant; for example, a copy of the original lease, tenant's rent ledger card, or receipt(s) for security deposit ( <a href="#">Pg 13, Sec 3-3 C3; Pg 15; Sec 3-5 A</a> )	<input type="checkbox"/> Submitted
Copy of the security deposit disposition notice provided to the tenant indicating items listed below: ( <a href="#">Pg 13, Sec 3-3 C4</a> )	<input type="checkbox"/> Submitted
<ul style="list-style-type: none"> <li>▪ Move out date</li> </ul>	<input type="checkbox"/> Confirmed
<ul style="list-style-type: none"> <li>▪ Amount of security deposit collected</li> </ul>	<input type="checkbox"/> Confirmed
<ul style="list-style-type: none"> <li>▪ Amount of security deposit returned &amp; any charges withheld from the deposit for unpaid rent, tenant damages or other charges due under the lease (If the move-out tenant performed a unit transfer, their security deposit may be transferred to their new unit)</li> </ul>	<input type="checkbox"/> Confirmed <input type="checkbox"/> N/A
<b>UNIT MAINTENANCE LOG</b>	
Submit a copy of the maintenance log that contains the following: ( <a href="#">Pg 13, Sec 3-3 C5; Pg 15, Sec 3-5 C; Appendix 3-C</a> )	<input type="checkbox"/> Submitted
<ul style="list-style-type: none"> <li>▪ Move-out date</li> </ul>	<input type="checkbox"/> Confirmed
<ul style="list-style-type: none"> <li>▪ Date the unit was ready for occupancy</li> </ul>	<input type="checkbox"/> Confirmed
<ul style="list-style-type: none"> <li>▪ Dates that match the form HUD-52671-C</li> </ul>	<input type="checkbox"/> Confirmed
<b>WAIT LIST MANAGEMENT</b>	
Submit a copy of the wait list that contains the following: ( <a href="#">HUD 4350.3 Rev 1 Chg 2, Chapter 4; Special Claims Processing Guide Pg 13, Sec 3-3 C6; Pg 16, Sec 3-5 E, Appendix 2C; FAQs, Pg 8, Q19</a> )	<input type="checkbox"/> Submitted
<ul style="list-style-type: none"> <li>▪ Contact dates &amp; comments showing that the Owner/Management Agent was maintaining the wait list and processing applications in a timely fashion, including following up on initial contacts and applicant responses</li> </ul> (Note: It's <u>critical</u> to have complete wait list notes to show that every effort was made to occupy the vacant unit)	<input type="checkbox"/> Confirmed

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ITEMS FOR SPECIAL CLAIM SUBMISSION	SUBMITTED OR CONFIRMED
▪ Date and Time of Application	<input type="checkbox"/> Confirmed
▪ Head of Household	<input type="checkbox"/> Confirmed
▪ Unit Size	<input type="checkbox"/> Confirmed
▪ Income Level	<input type="checkbox"/> Confirmed
▪ Need for Accessible Unit	<input type="checkbox"/> Confirmed
▪ Working Waitlist during Vacancy Period (document all dates and actions taken)	<input type="checkbox"/> Confirmed
▪ Removed/Rejected Date & Time	<input type="checkbox"/> Confirmed
▪ Move-in Date	<input type="checkbox"/> Confirmed
▪ Preference Type (Not Required)	✕
If no applicants are on the wait list, a blank wait list must still be provided, unless there are special circumstances	<input type="checkbox"/> Submitted <input type="checkbox"/> N/A
<b>MARKETING EFFORTS</b> <i>IF THE WAIT LIST IS CLOSED, AFHMP IS NOT NECESSARY</i>	
Ensure marketing efforts are consistent with the Affirmative Fair Housing Marketing Plan (AFHMP), form HUD 935.2A: ( <a href="#">Pg 13, Sec 3-3 C7</a> ; <a href="#">Pg 16, Sec 3-5 D</a> )	<input type="checkbox"/> Confirmed <input type="checkbox"/> N/A
▪ Approved or reviewed within 5 years	<input type="checkbox"/> Confirmed <input type="checkbox"/> N/A
▪ Revision of AFHMP must be approved by HUD	<input type="checkbox"/> Confirmed <input type="checkbox"/> N/A
▪ Submit a copy of marketing to show compliance with the HUD approved AFHMP (Note: Ensure ads/letters have the approved EHO Logo, slogan or statement and submit a copy with the claim and verify size/content of advertisement against AFHMP)	<input type="checkbox"/> Submitted <input type="checkbox"/> N/A
If unit was not filled from the wait list, submit copies of advertisements or invoices for advertising expenses that substantiate the date marketing occurred in accordance with AFHMP (Note: If the wait list is closed, the AFHMP is not necessary)	<input type="checkbox"/> Submitted <input type="checkbox"/> N/A

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