

## Special Claim for Regular Vacancies Checklist

Project Name: \_\_\_\_\_

Contract Number: \_\_\_\_\_

Unit Number: \_\_\_\_\_

*Attach the following items to the claim submission along with this checklist:*

- \_\_\_\_\_ 1. Completed form HUD-52670-A Part 2.
  
- \_\_\_\_\_ 2. Completed form HUD-52671-C.
  
- \_\_\_\_\_ 3. A copy of the signed form HUD-50059 completed at move-in for the former tenant which shows the amount of the security deposit required.
  
- \_\_\_\_\_ 4. Documentation that the appropriate security deposit amount was collected from the tenant: For example, a copy of the original lease, a copy of the tenant's ledger card, or a copy of the receipt(s) for security deposit.
  
- \_\_\_\_\_ 5. 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.
  
- \_\_\_\_\_ 6. Reconditioning log that verifies the dates that cleaning or repairs were done in the unit and the date that the unit was ready for occupancy.
  
- \_\_\_\_\_ 7. If the vacancy is the result of a unit transfer: reason for transfer and documentation showing that the security deposit was transferred or a new security deposit was collected.
  
- \_\_\_\_\_ 8. Copy of the waiting list from which the new tenant was selected (i.e. unit transfer waiting list, one-bedroom waiting list, etc.)
  
- \_\_\_\_\_ 9. If the unit is still vacant, documentation of marketing efforts must be included, such as copies of advertising or invoices for advertising expenses that substantiate the date marketing occurred in accordance with the AFHMP.

\*NOTE\* If you have retained any/all of the security deposit to apply toward unpaid rent or damages and you are not filing an unpaid rent/damage claim, you must include a copy of the 'Intent to Hold Deposit' letter that was sent to the tenant within 14 days of their move out date, along with: For Rent) a copy of the tenant ledger showing the months and amount of rent that was not paid. For Damages) an itemized list of the damages and the repair costs for each item.

If these items are not included, the amount of deposit you retained will be deducted on line 11 of the claim.