

**Itemization for Line 11 of the HUD Form 52671-A**  
(to document the damage charges entered on the claim form)

- \* Must be noted on the MI/MO inspection to be eligible for claim purposes
- \* Must also appear on the notice sent to the tenant detailing the charges against their security deposit
- \* Must be clearly visible from documentation that damage claimed is not normal wear/tear
- \* General cleaning of unit, appliances, walls and floors is not damage and should not be submitted as such
- \* Replacement of flooring, paint, appliances, etc. is subject to proration based on life expectancy
- \* Labor for in-house maintenance/other staff is limited to actual costs (hourly rate), need time sheet to document
- \* Receipts/Invoices are required for all items unless they appear on a HUD-approved charge list
- \* Excessive cleaning/property removal charges will only be considered with photo documentation

Damaged Item	Cost to Repair or Replace	Is Item Listed on a HUD-Approved Charge List?	Receipt Or Labor Log Attached?	Labor Done By Staff?	Eligible For Claim (CA use only)
		Y N	Y N	Y N	Y N
		Y N	Y N	Y N	Y N
		Y N	Y N	Y N	Y N
		Y N	Y N	Y N	Y N
		Y N	Y N	Y N	Y N
		Y N	Y N	Y N	Y N
		Y N	Y N	Y N	Y N
		Y N	Y N	Y N	Y N
		Y N	Y N	Y N	Y N
		Y N	Y N	Y N	Y N
		Y N	Y N	Y N	Y N
		Y N	Y N	Y N	Y N
		Y N	Y N	Y N	Y N
<b>Total:</b>					
<small>(should match the amount entered on line 11 of the HUD form 52671-A)</small>					