Special Claim for Regular Vacancies Checklist

Project Name: ______________________________________________________________
Unit Number: _______________ Tenant Name: ______________________________

Attach the following items to the claim submission along with this checklist.
Use a separate checklist for each unit/tenant.

_____ 1. Completed form HUD-52670-A Part 2, listing all units for which you are filing claims.
_____ 2. Completed form HUD-52671-C, one form for each unit being claimed.
_____ 3. MI/MO Report from TRACS, covering the date of MO for the old tenant through the date of MI for the new
   tenant. Both the old tenant and the new tenant must be shown. You must transmit the 50059 for the
   new MI before the new tenant can show up on this report. If new tenant was a Unit Transfer, check here ☐
   If new tenant is a market renter, fill in Name & MI date here: ____________________________________
_____ 4. 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.
_____ 5. Documentation that the appropriate security deposit amount was collected from the tenant
   (Send one of the following):
   ___ Copy of the original lease (send first page showing name/unit #, the page showing deposit amount, and the signature page)
   ___ Copy of the tenant’s ledger, clearly showing the payment designated as ‘Security Deposit’
   ___ Copy of a receipt(s) for security deposit
_____ 6. 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.
_____ 7. Reconditioning log that verifies the dates that cleaning or repairs were done in the unit and the date
   the unit was ready for occupancy. Ready date cannot be any earlier than the day after all cleaning and
   repairs are completed.
_____ 8. If the vacancy is the result of a unit transfer: reason for transfer and documentation showing
   whether the security deposit was transferred or a new security deposit was collected.
_____ 9. For units that have been re-rented: Copy of the waiting list from which the new tenant was selected
   (i.e. unit transfer waiting list, one-bedroom waiting list, etc.)
_____10. For units that are still vacant: Documentation of marketing efforts must be included, such as dated copies
   of advertising or invoices for advertising expenses that substantiate the date marketing occurred in
   accordance with the AFHMP (i.e. newspaper ads, radio ad bills, internet advertising screenshots, etc.)

*NOTE* If you have retained any 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.

_____11. Copy of the State Required Security Deposit Disposition Notice sent within 14 days of Move Out
_____12. Copy of Tenant Ledger showing all payments made during tenancy (if deposit was retained for rent)
_____13. SDHDA Form – Itemized List of Damages (if deposit was applied to eligible damages)

If these items are not included, the full amount of deposit you retained will be calculated on line 11 of the claim.
Eligible damages do not include cleaning, maintenance or other routine turnover charges.