

# 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.**