

Special Claim for Unpaid Rent and/or Damages Checklist

Unit #: _____ Vacated Tenant's Name: _____ Date Unit is Ready to Rent: _____

Please send a separate checklist for each unit being claimed. The following documentation must accompany each HUD form 52671-A, except for item #1. You only need to send one 52670-A Part 2, listing all claims.

- _____ 1. **ONE** Completed form HUD-52670-A Part 2, listing all units for which you are filing claims.
- _____ 2. Completed form HUD-52671-A, one form for each unit being claimed.
- _____ 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. If tenant was market rate when they moved in, send the calculation worksheet showing this.
- _____ 4. Reconditioning Log, showing start & finish dates for all cleaning, repairs, etc that was done to make the unit 'rent-ready'
- _____ 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 State Required Security Deposit Disposition Notice provided to the tenant within 14 days of Move out. You must either return the deposit in full to the tenant, or notify them within 14 days of MO if you intend to retain any or all of their deposit. If this notice was not provided to the tenant within 14 days of MO, you are not entitled to retain their security deposit, and you must return it to the tenant.
- _____ 7. Final Security Deposit Disposition sent to the tenant, itemizing all charges against their security deposit. If this itemization was sent to the tenant within 14 days of MO, or in conjunction with Checklist Item #6 (above), you do not need to provide two copies.
- _____ 8. Receipt and copy of Certified letter sent to the tenant's last known or forwarding address, detailing the charges, demanding payment and advising that failure to pay will result in collection activity.
- _____ 9. Documentation that the debt was turned over to a collection agency and what steps have been taken by the agency to collect the debt, or copy of judgment filed against the tenant. If the tenant is deceased, must show proof that a claim was filed against the estate
- _____ 10. For Unpaid Rent: If any amount is entered in box 7, you must include the following documents:
____ A copy of the tenant ledger, covering their entire tenancy and clearly showing all payments made by the tenant.
____ If this amount includes anything other than rent (key charges, late fees, NSF fees, etc); send a copy of the lease page that addresses those charges, along with the signature page.
____ If this amount includes damages that were billed to the tenant prior to MO and still have not been paid, send a copy of the bill that was sent to the tenant at the time the damage was repaired.
- _____ 11. For Damages: If any amount is entered in box 11, you must include the following documents:
____ Copies of the MI and MO inspections
____ An invoice or receipt for each item, unless you have a HUD-approved list of tenant charges, in which case, you must provide a copy of this, along with the HUD approval notice. If the item is not specifically addressed in the approved list, you must submit the invoice/receipt to support the charge.