

## **SPECIAL CLAIMS CHECKLIST UNPAID RENT AND TENANT DAMAGES**

Note: Requirements for filing Special Claims can be found in HUD Handbook 4350.3, Chapter 9, and in HUD's Special Claims Processing Guide. These publications, and the required Forms HUD 52671-A and 52670-A, Part 2 can be found at [www.hudclips.org](http://www.hudclips.org).

In order to facilitate processing, please ensure that all required documentation indicated below is included with each Special Claim submitted.

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Project Name: \_\_\_\_\_ Unit Number: \_\_\_\_\_

Note: If the claim is for both unpaid rent and other charges, and tenant damages for the same unit/tenant, combine the claims, and calculate them on the same form HUD-52671-A.

### For all Claims Submitted:

1. \_\_\_\_\_ Completed form HUD 52670-A, Part 2.
2. \_\_\_\_\_ Completed form HUD 52671-A.
3. \_\_\_\_\_ Verify that Move-in / Move-out data is present in TRACS; submit a copy of the print-out from the Certification Query.
4. \_\_\_\_\_ Move-in / Move-out adjustment pages from HAP Voucher submitted to TRACS.

### Unpaid Rent and Other Charges:

1. \_\_\_\_\_ Documentation that indicates the amount of the original security deposit collected (applicable portion of the original lease, or security deposit receipt).
2. \_\_\_\_\_ A copy of the signed form HUD-50059 completed at move-in (applicable portion showing TTP).
3. \_\_\_\_\_ Copy of the "Certified" letter sent to the tenant that details unpaid rent and other charges, disposition of the security deposit, demand for payment, notification that failure to pay the sums due will result in the owner/agent hiring a collection agency to collect the debt, and the notice that the tenant has a right to discuss the charges with the Owner/Agent.
4. \_\_\_\_\_ Copy of the "Certified Mail" receipt.
5. \_\_\_\_\_ Documentation that the matter was turned over to a collection agency, and that the collection agency has attempted to collect the debt (include a copy of the collection agency's first "demand letter").
6. \_\_\_\_\_ Documentation for other charges due under the lease that demonstrates the charges are approved by HUD, if applicable.

**Tenant Damages:**

**Note:** Damages being claimed must be due to tenant negligence or abuse. Claims for routine maintenance, or normal wear and tear / cleaning are not allowable.

In addition to the documentation submitted for unpaid rent and other charges, submit the following items for Special Claims related to Tenant Damages.

1. \_\_\_\_\_ Copies of the signed and dated Move-in and Move-out inspection reports.
2. \_\_\_\_\_ Itemized list of damages.
3. \_\_\_\_\_ Breakdown of costs to repair the damages (must include any or all of the following items that will support the costs being claimed: Invoices, Receipts, Work Orders, or Maintenance Records).
4. \_\_\_\_\_ Documentation that supports the date that work was completed.
5. \_\_\_\_\_ A copy of the Security Deposit Disposition notice/worksheet that was provided to the tenant (if not already included).
6. \_\_\_\_\_ Certification from the Owner / Agent (signed and dated) that the claim being submitted is not the result of normal wear and tear, or routine maintenance.

*(Please complete the certification below in order to satisfy Checklist Item #6 above.)*

***By signing below, I certify that I have reviewed Appendix 5C, "Examples of Tenant Damage versus Normal Wear and Tear" included in HUD's Special Claims Processing Guide, dated June 2006 (OMB Control Number 2502-0182); and that the submitted claim is not the result of normal wear and tear or routine maintenance.***

\_\_\_\_\_  
***Signature of Owner or Authorized Agent***

\_\_\_\_\_  
***Date***