

Checklist
Special Claims for Unpaid Rent/Damages

1. Project Name: _____
2. Contract Number: _____
3. Unit Number: _____

Attach the following required items to the claim submission:

A. For all claim submissions:

1. _____ Completed form HUD-52670-A, Part 2.
2. _____ Completed form HUD-52671-A.

B. If claim is for both unpaid rent and other charges and tenant damages are for the same unit and tenant, the claim for tenant damages must be calculated on the same form HUD-52671-A and filed as one claim.

C. Unpaid rent and other charges:

1. _____ Documentation, such as a copy of the original lease or a copy of a security deposit receipt indicating the amount of the security deposit collected the tenant.
2. _____ A copy of the signed form HUD-50059 completed at move-in
3. _____ A certified letter sent to the tenant detailing the unpaid rent and other charges, the disposition of the security deposit, demanding payment, and advising the tenant that failure to pay the sums due will result in the owner/agent hiring a collection agency to collect the debt.
4. _____ Documentation that the matter was turned over to a collection agency and that collection agency attempted to collect the debt.
5. _____ Documentation for other charges that were due under the lease that demonstrates the charges were approved by HUD.

D. Tenant damages: In addition to documentation for unpaid rent and other charges:

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, which may include invoices, receipts, copies of work orders or maintenance records supporting dates work was completed.
4. _____ A copy of the security deposit disposition notice provided to the tenant.
5. _____ The owner/agent must certify the submitted claim is not the result of normal wear and tear or routine maintenance.