



Special Claims: Required Documentation for Unpaid Rent and Damages and Regular Vacancies

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In order for an owner/management agent to receive payment for special claims, required documentation for each claim type must be submitted to the HUD field office or the contract administrator. The documentation requirements for special claims are discussed in the HUD Handbook 4350.3 REV-1, Chapter 9, Section 2. Individual HUD field offices and contract administrators may require specific documentation that may not be listed as required documentation in the HUD handbook.

Listed below are items that are commonly listed as required documentation by various HUD field offices and contract administrators for special claims for unpaid rent and damages and special claims for regular vacancies. An owner/management agent should contact his or her local HUD field office or contract administrator and request a checklist of required documentation and how it should be filled out.

Special Claims for Unpaid Rent and Damages Form HUD-52671-A

- Form HUD-52670-A Part 2; signed and completed
✓ Not listed as a required document in the HUD Handbook 4350.3 REV-1.
- Form HUD-52671-A; signed and showing the calculation amount
- Form HUD-52670-A Part 1; to document the old tenant move-out date and adjustment, and the new tenant move-in date and adjustments
✓ Not listed as a required document for unpaid rent and damages in the HUD Handbook 4350.3 REV-1.
- Documentation to show the correct security deposit amount was collected at move-in
 - A signed and dated copy of the original lease that shows the correct amount of security deposit collected at move-in
 - A signed and dated copy of the form HUD 50059 from the tenant's move-in certification that shows the correct amount of security deposit collected at move-in
 - For security deposits collected on an installment basis, documentation that the full amount was collected, such as a ledger showing deposit payments or copies of checks
✓ Not listed as a required document in the HUD Handbook 4350.3 REV-1.
- A signed and dated copy of the form HUD 50059 from the tenant's last effective certification to document the contract rent at the time of move-out
✓ Not listed as a required document in the HUD Handbook 4350.3 REV-1.
- A copy of a certified letter to the tenant detailing the unpaid rent and other charges with a demand for payment and notice to the tenant that failure to pay the debt will result in the owner/agent hiring a collection agency to collect the debt
- A copy of the security deposit disposition

- For unpaid rent, the security deposit disposition with the actual dates the tenant resided in the unit and the amount of rent that went unpaid
- For damages, the security deposit disposition with itemized damages and the cost to repair them
- A copy of a certified receipt from the U.S. Postal Service documenting that a letter was delivered to the tenant
 - ✓ *Not listed as a required document in the HUD Handbook 4350.3 REV-1.*
- A signed receipt from a collection agency showing that the matter was turned over for collection and stating the amount to be collected
- A copy of the collection agency's first demand letter to document that an attempt was made to collect the debt
- Move-in and move-out inspections (damages claim only)
 - ✓ *Not listed as a required document in the HUD Handbook 4350.3 REV-1.*
- Pictures of damages that include the unit number and date
 - ✓ *Not listed as a required document in the HUD Handbook 4350.3 REV-1.*
- Copies of receipts, invoices, and purchase orders—with the unit number and date work started and date work ended—to show the cost of repairs
 - ✓ *Not listed as a required document in the HUD Handbook 4350.3 REV-1.*
- A copy of the unit reconditioning log showing the move out date, the start and finish date for each process, and the new tenant move-in date
 - ✓ *Not listed as a required document in the HUD Handbook 4350.3 REV-1.*
- A letter of explanation for reconditioning that may have required a longer than normal amount of time to complete
 - ✓ *Not listed as a required document in the HUD Handbook 4350.3 REV-1.*

Special Claims for Regular Vacancies Form HUD-52671-C

- Form HUD-52670-A Part 2; signed and completed
- Form HUD-52671-C; signed and showing the calculation amount
- Form HUD-52670-A Part 1; voucher adjustments to document the old tenant move-out date and subsidy adjustment, and the new tenant move-in date and the subsidy adjustment
 - ✓ *Not listed as a required document in the HUD Handbook 4350.3 REV-1.*
- Documentation to show the correct security deposit amount collected at move-in;
 - The original lease or the form HUD 50059 from the tenant's move-in certification or,
 - For security deposits collected on an installment basis, a ledger showing deposit payments or copies of checks
 - ✓ *Not listed as required documents in the HUD Handbook 4350.3 REV-1.*
- A signed and dated copy of the form HUD 50059 from the tenant's last effective certification to document the contract rent at the time of move out
 - ✓ *Not listed as required documents in the HUD Handbook 4350.3 REV-1.*
- A copy of the security deposit disposition
 - ✓ *Not listed as required documents in the HUD Handbook 4350.3 REV-1.*
- A copy of the unit reconditioning log showing the move-out date, the start and finish date for each process, and the new tenant move-in date
- A letter of explanation for reconditioning that may have required a longer than normal amount of time to complete
 - ✓ *Not listed as a required document in the HUD Handbook 4350.3 REV-1.*



- ❑ If either the move-out or move-in is the result of a tenant transferring from another unit, the claim period is limited to 60 days for all units involved in the transfer. Documentation must be submitted stating the reason for the transfer to another unit and show evidence that the security deposit was transferred or a new security deposit was secured
 - ❑ A copy of the current waiting list to document the status and outcome of applicant contacts; that is, applicant contact date, response of the applicant, and status of the applicant's move-in
 - ❑ Documentation of marketing efforts if a waiting list is not available
- ✓ *Not listed as a required document in the HUD Handbook 4350.3 REV-1.*