

## MODEL CHECKLIST

### Special Claims Checklist for Regular Vacancies

Here's an example of a checklist of required documentation that must be used and submitted with each vacancy claim package to ensure all required documentation is submitted with the claim form.

#### SPECIAL CLAIM FOR VACANCY LOSSES AFTER RENT-UP

Site Name: \_\_\_\_\_

Contract #: \_\_\_\_\_ Unit #: \_\_\_\_\_

Pursuant to HUD's Special Claims Processing Guide, we hereby request payment for vacancy losses after rent-up relating to the unit identified above. The unit became vacant on *[insert date]* and was available for occupancy on *[insert date]*. A new household moved in on *[insert date]*. Based on our calculations using Form HUD 52671-C, "Special Claims for Regular Vacancies," we request payment for *[\$[insert amt.]*. The following items are attached to the claim submission along with this checklist:

- Completed form HUD-52670-A Part 2.
- Completed form HUD-52671-C.
- A copy of the signed form HUD-50059 completed at move-in for the former resident which shows the amount of the security deposit required.
- Documentation that the appropriate security deposit was collected from the resident: for example, a copy of the original lease, a copy of the tenant's ledger card, or a copy of the receipt(s) for the security deposit.
- 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.
- Documentation that verifies the date the unit was ready for occupancy.
- Copy of the waiting list from which the tenant was selected (e.g., unit transfer waiting list, one-bedroom waiting list)
- If the unit was not filled from the waiting list(s), documentation of marketing efforts must be included such as copies of advertising or invoices for advertising expenses that substantiate the date marketing occurred in accordance with the Affirmative Fair Housing Marketing Plan.