



Checklist for Section 8 Special Claims for REGULAR VACANCY

Project Name:	
Contract Number:	
Unit Number:	
Contact Name:	
Contact Phone Number:	
Email:	

**Include the following required items from the checklist.
All documentation MUST identify the unit number and date.**

Check ✓	Item Description
	Completed form HUD-52670-A Part 2 (<u>MUST</u> be signed and dated)
	Completed form HUD-52671-C (<u>MUST</u> be signed and dated)
	A copy of the signed form HUD-50059 (<i>all pages</i>) completed at move-in for the former tenant which shows the amount of the security deposit required
	Documentation that the appropriate security deposit was collected from the tenant (i.e. a copy of the original lease, a copy of the tenant's ledger card, or a copy of the receipt(s) for 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 (i.e. Make Ready Form, Maintenance Record, etc.)
	Copy of the waiting list from which the tenant was selected (i.e. unit transfer waiting list, one-bedroom waiting list, etc.)
	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 AFHMP for the dates the unit was vacant
	HAP adjustment pages for move out and new move in. Per special claims guide Section 1-5, C; Section 3-3, C-5; Section 3-5,A