

**SECTION 8 CHECKLIST
SPECIAL CLAIMS FOR REGULAR VACANCIES**



Property Name			
Tenant Name		Unit Number	

Attach the following required items to the claim submission. All documentation must identify the unit number.

Item No.	Owner <input type="checkbox"/>	ITEM DESCRIPTION	WVHDF Only <input type="checkbox"/>	OWNER'S DUE DATE
1		Copy of this completed checklist.		
2		Completed and signed form HUD-52670-A Part 2.		
3		Completed and signed form HUD-52671-C.		
4		Copy of original signed move-in HUD-50059 for the former tenant which shows the amount of security deposit required. If the resident transferred, provide the signed HUD-50059 showing the transfer.	MI Date _____ Sec Deposit \$ _____	
5		Documentation the appropriate security deposit was collected. <ul style="list-style-type: none"> A copy of the receipt(s), A copy of the resident's ledger card, OR A copy of the original lease. NOTE: If the appropriate security deposit was not collected, the claim will be reduced by the amount of security deposit not collected.	SD Not Collected \$ _____	
6		A copy of the security deposit disposition notice provided to the resident which indicates: <ul style="list-style-type: none"> The move-out date Amount of security deposit collected (agrees with support), Amount of security deposit returned, AND Any charges withheld from the deposit for unpaid rent, resident damages or other charges due under the lease. NOTE: If the security deposit or other funds were kept for vacancy reasons, the amount must be included on line 11 of form HUD-52671-C.	Rent at MO \$ _____ MO Date _____ Amt Held \$ _____	
7		Copy of the Vacancy Reconditioning Log (or equivalent) showing: <ul style="list-style-type: none"> The move-out date, Start and finish dates of reconditioning, AND The date unit was ready for occupancy. 	Unit Ready Date _____	
8		Copy of the waiting list from which the new resident was selected (i.e. unit transfer waiting list, one-bedroom waiting list, etc.) or information from previous waiting list describing contact with the applicant and the outcome of the contact. If the new move-in is a transfer, provide the tenant transfer waiting list.	MI Date _____ New Tenant _____	
9		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. NOTE: The advertising should cover the period of the claim from the date in Box 3 through the date in Box 4 of form HUD-52671-C.	Months Needed _____	
10		(WVHDF ONLY) Tenant move-out and move-in data viewable in TRACS.	MI MO	

Claims must be submitted within 180 calendar days after the unit becomes available for occupancy.

CLAIMS OVER 180 CALENDAR DAYS OLD WILL BE DENIED

(See HUD Handbook 4350.3, Rev 1, Chg. 3, Chapter 9, Page 9-24, Paragraph D.4.a.)

Property Notes:

WVHDF Notes: