

SECTION 8 CHECKLIST

SPECIAL CLAIMS FOR UNPAID RENTS/DAMAGES

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 ☐	ITEM DESCRIPTION	WVHDF Only ☐	OWNER'S DUE DATE
For all claim submissions (unpaid rent &/or damage claims):				
1		Copy of this completed checklist.		
2		Completed and signed form HUD-52670-A Part 2.		
3		Completed and signed form HUD-52671-A.		
4		Copy of the 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. - 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 amount collected should go on line 2.	SD Collected \$ _____	
6		A copy of the security deposit disposition notice provided to the resident which indicates: - 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.	Rent at MO \$ _____ MO Date _____	
7		A certified letter sent to the former tenant including: - Security deposit disposition, - Unpaid rent and other charges, - Demand for payment, - Statement advising the former tenant that failure to pay the sums due will result in the hiring of a collection agency to collect the debt, AND - Statement that the former tenant has the right to discuss the charges with the owner/agent.		
8		Copy of the Vacancy Reconditioning Log (or equivalent) showing: - The move-out date, - Start and finish dates of reconditioning, AND - The date unit was ready for occupancy.	Un Ready Date _____	
9		Documentation the matter was turned over to a collection agency and the agency has made attempts to collect.		
10		(WVHDF ONLY) Tenant move-out and move-in data is viewable in TRACS	MI MO	

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Additional requirements for damage claims:				
11		Copies of the signed and dated move-in and move-out inspection reports of the former tenant.	MI MO	
12		Itemized list of damages including: - Item(s) damaged, - Cost to repair each item, - Itemized list of items removed from the unit, if applicable, AND - Documentation of extraordinary cleaning and list of cleaning charges (i.e. Pictures), if applicable.		
13		Breakdown of costs to repair the damages, which may include: - Invoices, - Receipts, - Copies of work orders, - Maintenance records, AND/OR - Cost/pricing sheet.		
14		If claim includes an item with a useful life expectancy, provide documentation on how the claim amount for the item was calculated.		
15		A signed statement from the owner/agent certifying the submitted claim is not the result of normal wear and tear or routine maintenance.		

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: