

North Tampa Housing Development Corporation  
Unpaid Rent/Tenant Damage Special Claims Checklist

Project Name:

Contract Number:

Unit Number:

Tenant Name:

**A. All Submission require:**

1.  Completed and Signed form HUD-52670-A Part 2. (Limit 10 tenants per page.)
2.  Completed and Signed form HUD-52671-A. Correctly calculate the actual number of days for the claim period.

**B. If Claim is for Both Unpaid Rent and Tenant Damage and are for the same tenant and unit, the claim for tenant damages must be calculated on the same HUD-52671-A and filed as one claim.**

**C. Unpaid Rent and other charges:**

1.  A copy of the signed form HUD-50059 completed at move-in for the **former** tenant, which shows the amount of the security deposit required.
3.  Documentation that the appropriate security deposit was collected from the tenant: for example, a copy of the original lease, a copy of the tenant's rent ledger card, or a copy of the receipt(s) for security deposit.
4.  Copy of the **certified letter** that was sent to the tenant detailing the unpaid rent and other charges, disposition of the security deposit, demanding payment, a statement that the tenant has a right to discuss charges, and a statement advising the tenant that failure to pay the sums due will result in the O/A hiring collection agency to collect the debt.
5.  Documentation that the matter was turned over to a collection agency and there was an attempt to collect. i.e. First demand letter.
6.  Documentation for other charges that were due under the lease that demonstrates the charges were HUD approved. i.e. Letter from HUD.
7.  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.
8.  Documentation that verifies the date the unit was ready for occupancy (maintenance or reconditioning log )
9.  This completed checklist.
10.  Claim is not more than 180 days old (Claims must be submitted within 180 days from the date the unit became available for occupancy)
11.  I have verified all tenant transmissions to TRACS prior to submitting the special claim for approval. If the unit was previously occupied, the move-out or unit transfer for the former tenant is viewable in TRACS. If the unit was rented within the claim period, the move-in or unit transfer for the new tenant is viewable in TRACS. If the unit is not re-occupied by a subsidized tenant, the move-in is not viewable in TRACS; therefore, a hard copy of the form HUD-50059 has been submitted.
12.  MO Inspection form.

**D. Tenant Damages**

1.  Copies of the MI and MO Inspection Forms.
2.  Itemized List of Damages.
3.  Breakdown of costs to repair the damages, which may include invoices, receipts, copies of work orders or maintenance records supporting date work was completed.
4.  The Owner/Agent must certify the submitted claim is not the result of normal wear and tear or routine maintenance.
  - a. See Appendix 5B, 5C, and 5D.
5.  A copy of the signed form HUD-50059 completed at move-in for the **former** tenant, which shows the amount of the security deposit required.
6.  Documentation that the appropriate security deposit was collected from the tenant: for example, a copy of the original lease, a copy of the tenant's rent ledger card, or a copy of the receipt(s) for security deposit.
7.  Copy of the **certified letter** that was sent to the tenant detailing the unpaid rent and other charges, disposition of the security deposit, demanding payment, a statement that the tenant has a right to discuss charges, and a statement advising the tenant that failure to pay the sums due will result in the O/A hiring collection agency to collect the debt.
8.  Documentation that the matter was turned over to a collection agency and there was an attempt to collect. i.e. First demand letter.
9.  Documentation for other charges that were due under the lease that demonstrates the charges were HUD approved. i.e. Letter from HUD.
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13.  Claim is not more than 180 days old (Claims must be submitted within 180 days from the date the unit became available for occupancy)
14.  I have verified all tenant transmissions to TRACS prior to submitting the special claim for approval. If the unit was previously occupied, the move-out or unit transfer for the former tenant is viewable in TRACS. If the unit was rented within the claim period, the move-in or unit transfer for the new tenant is viewable in TRACS. If the unit is not re-occupied by a subsidized tenant, the move-in is not viewable in TRACS; therefore, a hard copy of the form HUD-50059 has been submitted.

**Signature:****Date:**

**IMPORTANT: A Social Security number is not required for processing of the claim. If a Social Security number is provided, it must not be transmitted electronically**