

Appendix 3B

SAMPLE CHECKLIST

Special Claim for Regular Vacancies

Project Name: _____

Contract Number: _____

Unit Number _____

Attach the following items to the claim submission:

1. _____ Completed form HUD-52670-A Part 2.
2. _____ Completed form HUD-52671-C.
3. _____ 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.
4. _____ 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 ledger card, or a copy of the receipt(s) for security deposit.
5. _____ 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.
6. _____ Documentation that verifies the date the unit was ready for occupancy.
7. _____ Copy of the waiting list from which the tenant was selected (i.e. unit transfer waiting list, one-bedroom waiting list, etc.)
8. _____ 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.