

## Appendix 5B

### SAMPLE CHECKLIST

#### Special Claims for Unpaid Rent/Damages

1. Project Name: \_\_\_\_\_
2. Contract Number: \_\_\_\_\_
3. Unit Number: \_\_\_\_\_

Attach the following required items to the claim submission:

A. For all claim submissions:

1. \_\_\_\_\_ Completed form HUD-52670-A, Part 2.
2. \_\_\_\_\_ Completed form HUD-52671-A.

B. If claim is for both unpaid rent and other charges and tenant damages are for the same unit and tenant, the claim for tenant damages must be calculated on the same form HUD-52671-A and filed as one claim.

C. Unpaid rent and other charges:

1. \_\_\_\_\_ Documentation, such as a copy of the original lease or a copy of a security deposit receipt indicating the amount of the security deposit collected from the tenant.
2. \_\_\_\_\_ A copy of the signed form HUD-50059 completed at move-in
3. \_\_\_\_\_ A certified letter sent to the tenant detailing the unpaid rent and other charges, the disposition of the security deposit, demanding payment, and advising the tenant that failure to pay the sums due will result in the owner/agent hiring a collection agency to collect the debt.
4. \_\_\_\_\_ Documentation that the matter was turned over to a collection agency and that collection agency attempted to collect the debt.
5. \_\_\_\_\_ Documentation for other charges that were due under the lease that demonstrates the charges were approved by HUD.

D. Tenant damages: In addition to documentation for unpaid rent and other charges:

1. \_\_\_\_\_ Copies of the signed and dated move-in and move-out inspection reports.
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 dates work was completed.
4. \_\_\_\_\_ A copy of the security deposit disposition notice provided to the tenant.
5. \_\_\_\_\_ The owner/agent must certify the submitted claim is not the result of normal wear and tear or routine maintenance.