# National Housing Compliance

## Regular Vacancy Payment Checklist

If required documents are not submitted, the claim may be returned as DENIED. Mark “X” to indicate the item is part of the submission or “N/A” if not applicable. All documents must be dated and signed where requested. Additional guidance may be found in the HUD Special Claims Processing Guide (August 2006).

<table>
<thead>
<tr>
<th>PROPERTY NAME</th>
<th>UNIT/A PT NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTRACT NUMBER</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>TENANT NAME</th>
<th>TELEPHONE</th>
<th>EMAIL</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>O/A NAME</td>
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- **Initial Claim:** Must be submitted to NHC within 180 days from date the unit became available for occupancy.
- **Appeal:** Must be received by NHC within 30 calendar days from the date of notice.

### HUD FORMS & NHC CHECKLIST

- HUD 52670-A Part 2 Special Claims Schedule Form (signed)
- HUD 52671-C Special Claims for Regular Vacancies Form (one copy per unit; signed)
- NHC Checklist for Regular Vacancy (one copy per unit)

### SECURITY DEPOSIT DOCUMENTATION

Copy of documentation indicating amount of security deposit due and collected from the tenant

- Tenant **Lease** showing amount of security deposit that was **due** at move in
- Tenant **Ledger or Receipt** showing amount of security deposit that was **collected or transferred** (for a UT)

**Security Deposit Disposition** (must include the information below)

- Move out date/Amount Collected/Amount Returned/Charges withheld for the deposit for unpaid rent/damages, or other charges under the lease.
- Disposition must be date stamped within **30 days of move out**
  
  **NOTE:** If tenant failed to give proper notice to vacate the security may be included as an amount collected from other sources (Line 11 on 52671-C)

### TENANT AND UNIT DOCUMENTATION

Documentation showing date unit was Ready for Occupancy

- Unit Reconditioning or Maintenance Log verifying the date the unit was ready for occupancy
- Copy of signed HUD 50059 completed at move in for the former tenant (redact DOB and SSN#)
- TRACS screen showing Move out date for **former tenant AND** Move In date for the **new tenant**
- If the unit is rented to a non-section 8 tenant, submit copy of the move in HUD 50059
- If the unit is rented within claim period, move in or unit transfer 50059 Certifications are viewable in TRACS

### WAITLIST AND MARKETING DOCUMENTATION

Copy of waitlist showing new tenant. Must include 3 months (1 month before, during, and 1 month after vacancy). Waitlist must have detailed information showing applicant date/time of application, HOH, unit size, Income level, etc. **Must include detailed documentation of applicant contact activity and responses.**

Copy of marketing efforts if the unit was not filled by waitlist applicant or if no waitlist. May include advertisement or an invoice. Advertising must be in line with AFHMP.

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