



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).

PROPERTY NAME			
CONTRACT NUMBER		UNIT/APT NUMBER	
TENANT NAME			
O/A NAME	TELEPHONE ()	EMAIL	DATE

	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 <u>due</u> at move in
	Tenant Ledger or Receipt showing amount of security deposit that was <u>collected or transferred (for a UT)</u>

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 <i>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)</i>

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.