



## National Housing Compliance Unpaid Rent and Damages 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).

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

	<b>Initial Claim:</b> Must be submitted to NHC <b>within 180 days</b> from date the unit became available for occupancy.
	<b>Appeal:</b> Must be received by NHC <b>within 30 calendar days</b> from the date of notice.

### HUD FORMS & NHC CHECKLIST

	HUD 52670-A Part 2 Special Claims Schedule Form (signed)
	HUD 52671-A Special Claims for Unpaid Rent/Damages Form (one copy per unit; signed)
	NHC Checklist for Unpaid Rent/Damages (one copy per unit)

### SECURITY DEPOSIT DOCUMENTATION

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

	Tenant <b>Lease</b> showing amount of security deposit that was <u>due</u> at move in
	Tenant <b>Ledger or Receipt</b> showing amount of security deposit that was <u>collected or transferred</u> (If full security deposit was not collected, the claim will be reduced by the amount that the O/A should have collected)

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

	Move out date/Amount Collected/Amount Returned/Charges withheld for the deposit for unpaid rent/damages
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### DEBT COLLECTION DOCUMENTATION

	Copy of <b>Certified letter</b> and certified mail <b>receipt</b> sent to tenant ( <b>Must be date stamped within 30 days of Move Out</b> )
	Copy of documentation that debt was turned over to a collection agency and that the agency attempted to collect the debt ( i.e. copy of agency's demand letter or agency provided list showing tenant's name)

### TENANT AND UNIT DOCUMENTATION

#### Documentation showing date unit was Ready for Occupancy

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

### DAMAGES AND OTHER CHARGES DOCUMENTATION

	Documentation for other HUD approved charges due under the lease
	Itemized list of damages and breakdown of costs to repair (i.e. invoices, work orders, etc.)