

Owner/Agent Checklist for Damage and/or Unpaid Rent Special Claim

Project Name: _____ Contract Number: _____

Vacated Resident's Name: _____ Vacated Unit Number: _____

Move-out date: _____ Transfer Date: _____ Date of Death: _____

- HUD-52670-A, Part 2 – Must be completed, signed and dated
- HUD-52671-A - Must be completed, signed and dated
- Owner/Agent completed checklist
- HUD-50059 completed at move-in for the **former** tenant showing the amount of security deposit required at move-in.
- Documentation showing the amount of security deposit collected from the former tenant when they moved in:
 - a copy of the original lease **or**
 - tenant ledger **or**
 - copy of the receipt(s) for security deposits
- MI/MO report or Certification Query from TRACS showing the former tenant's name and MO data.
- If the move out is due to death, documentation showing the date of the death of the former tenant must be provided.
- Copy of the security deposit disposition provided to the tenant indicating the move-out date, amount of security deposit collected, returned and any charges withheld for unpaid rent, damages or other charges due under the lease
- Copy of the reconditioning log showing the move-out date; start and finish date of each turnover process, date unit approved and date unit available for occupancy. (*Sample Reconditioning Log available through KHRC*)
- Copy of the completed MI/MO inspection report
- Copy of the letter provided to the tenant at move-out. The letter must state the charges for damages, the cost of repairs, and cost of damages, and the must demand payment and explain other attempts to collect will be pursued.
- Proof the letter was mailed **certified** to the tenant
- Documentation from collections agency
- Life Expectancy Calculation Chart (KHRC form). This form must be completed or the claim will be denied. *Damage Claim only*
- Documents to support damage claim (pictures, invoices, receipts, etc) *Damage Claim Only*

Additional Comments: _____

PLEASE NOTE: KHRC and HUD reserve the right to request additional supporting documentation as needed to complete the special claim. Failure to submit **ALL** of the listed and/or requested documentation could result in the denial of the special claim.