

Owner/Agent Checklist for Vacancy 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-C - 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
- 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. If security deposit was forfeited due to lack of 30 day notice this amount must be reported on HUD 52671C.
- TRACS Move-In/Move-Out Query or Certification Query showing the date the former tenant moved out **AND** the date the new tenant moved in. If the unit is still vacant, a current TRACS report must be included to show the vacancy.
- Copy of the current waiting list showing date and time the applications were received and processed. If a waiting list is not available, provide a copy of the current advertising efforts or copies of advertising invoices that substantiate the date marketing occurred in accordance with the AFHMP. **(Documentation that marketing began at least 90 days prior to initial occupancy)*
- 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)*
- If the turnover functions took longer than 10 days, an explanation must be provided.
- If the vacancy is due to death, documentation showing the date of the death of the former tenant must be provided.
- Unit Transfers:**
 - If the tenant moving in is a UT, a reason for the transfer & the transfer waiting list **MUST** be provided.
 - The UT-O (former tenant) must appear in TRACS. (This could show as IR-O or UT-O)
 - If the security deposit was returned to the tenant who transferred out, proof of the return & the UT 50059 is required
 - If the security deposit transferred with the tenant, documentation of the money transfer is required and the original 50059 must be included. (Ledger, lease, UT 59)

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.