

## 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 – completed, signed and dated
- HUD-52671-C - completed, signed and dated
- Owner/Agent completed checklist (*KHRC form available on website*)
- 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.
- Original HUD-50059 for the tenant who vacated the unit showing the TTP and security deposit required at time of move-in
- Unit Transfers or  N/A
  - If the former tenant transferred, the TRACS Certification Query must be provided showing as an IR-O or UT-O
  - UT 50059 for the former tenant who transferred out
  - Tenant Ledger for former tenant showing the transfer of security deposit
  - If the new tenant transferred into the unit, a reason for the transfer & the transfer waiting list **MUST** be provided
- One of the following documents showing the amount of security deposit collected from the former tenant when they moved in:
  - original lease **or**
  - tenant ledger **or**
  - security deposit receipt
- Security deposit disposition
- If security deposit was forfeited due to lack of 30 day notice a reason must be provided and the amount entered on line 11 of HUD 52671C
- If the former tenant's assistance was terminated prior to move out due to failure to comply with recertification requirements, a reason for the termination, reminder notices and final notification letter must be provided.
- Vacancy reconditioning log (*Sample Reconditioning Log available through KHRC website*)
- 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 death of the former tenant must be provided
- Waiting list showing the tenant who moved into the unit. If a waiting list is not available, documentation of advertising efforts must be provided.

**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.

## Checklist for Damage and/or Unpaid Rent Special Claim

Project Name: \_\_\_\_\_ Contract Number: \_\_\_\_\_

Vacated Resident's Name: \_\_\_\_\_ Vacated Unit Number: \_\_\_\_\_

Move-out date: \_\_\_\_\_ Date of Death: \_\_\_\_\_

- HUD-52670-A, Part 2 – completed, signed and dated
- HUD-52671-A - completed, signed and dated
- Owner/Agent completed checklist (*KHRC form available on website*)
- Original HUD-50059 for the tenant who vacated the unit showing the TTP and security deposit required at time of move-in
- One of the following documents showing the amount of security deposit collected from the former tenant when they moved in:
  - original lease *or*
  - tenant ledger *or*
  - security deposit receipt
- TRACS Move-In/Move-Out Query or Certification Query showing the date the former tenant moved out.
- If the vacancy is due to death, documentation showing the date of death of the former tenant must be provided
- Security deposit disposition
- Vacancy reconditioning log (*KHRC form available on website*)
- If the former tenant's assistance was terminated prior to move out due to failure to comply with recertification requirements, a reason for the termination, reminder notices and final notification letter must be provided.
- MI/MO inspection report
- Copy of the certified letter provided to the tenant at move-out. The letter must include an itemized list of damages and charges to the tenant **and/or** the amount of unpaid rent due, and demand payment and explain other attempts to collect will be pursued.
- Proof the letter was mailed **certified** to the tenant
- Documentation from the collection agency
- DAMAGE CLAIM ONLY: Completed Life Expectancy Calculation Chart (*KHRC form available on website*).
- DAMAGE CLAIM ONLY: Documents to support damage claim (pictures, invoices, receipts, etc)

**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.