

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** 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
- ☐ UNPAID RENT CLAIM ONLY: Tenant Ledger detailing specific months of Unpaid Rent.
- ☐ 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)

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