

HRDE SPECIAL CLAIM CHECKLIST

SITE: _____ APT #: _____

LAST NAME OF OUTGOING TENANT: _____

DATE CLAIM SUBMITTED TO HRDE MAIN OFFICE: _____

Can receive 50% of rent for 59 days if the apartment is turned and ready AND you turn this paperwork in within 180 days.

1. _____ Completed form HUD-52671-C. (Note: block 3 "Date unit ready for occupancy" should be the day AFTER the FHA Work Order completed day.)
2. _____ Pages 1 and 2 of the signed form HUD-50059 completed at MOVE-IN for the OUTGOING tenant which shows the amount of the security deposit collected.
3. _____ A copy of the FHA Tenant Ledger Report, or a copy of the receipt(s) for security deposit showing the appropriate security deposit was collected. (**DO NOT send the tenant's lease! **)
4. _____ A copy of the security deposit disposition notice provided to the tenant which indicates the move-out date, amount of security deposit collected, amount of security deposit returned with the scanned check, and any charges withheld from the deposit for unpaid rent, tenant damages, or other charges due under the lease.
5. _____ A copy of the FHA completed Work Order that verifies the date the unit was ready for occupancy.
6. _____ If the unit was rented to an INCOMING tenant during the 59-day claim period:

_____ Attach pages 1 and 2 of the HUD-50059 of the INCOMING tenant.

_____ Attach a copy of the FHA Waiting List Summary with the highlighted name of the INCOMING tenant.

_____ If the unit was filled via Unit Transfer, attach the site-specific unit transfer waiting list with the highlighted name of the INCOMING tenant.
7. _____ If the unit sat vacant for the entire 59-day claim (was not filled from vacancy list), attach three months' worth of marketing reports from the date the unit was ready for occupancy.

_____ Marketing: Month 1 _____ Month 2 _____ Month 3 _____

_____ If the unit was vacant for the entire 59-day claim, attach the current waiting list.