

SPECIAL CLAIMS PROCESS

NOTE: A special claim period begins the day the unit is available for occupancy by another tenant.

1. Print out the HRDE Special Claims Checklist (HRDE website).
2. Complete the HUD 52671-C form:
 - a. In FHA → HUD tab → Choose HAP Request Voucher
 - b. Click on Review Section 8 Special Claims
 - c. Choose Apt # and double click
 - d. Choose the Regular Vacancies Tab → Insert the "Date unit ready for Occupancy". This is the day AFTER the Make Unit Ready Work Order was closed.
 - e. Print.
3. Gather the remaining documents on the Special Claims Checklist.
4. Scan and email to the Administrative Assistant.