

North Tampa Housing Development Corporation  
Regular Vacancy Special Claims Checklist

Project Name:  
Contract Number:  
Unit Number:  
Tenant Name:

- 1.  Completed and Signed form HUD-52670-A Part 2. (Limit 10 tenants per page.)
- 2.  Completed and Signed form HUD-52671-C. Correctly calculate the actual number of days for the claim period.
- 3.  A copy of the signed form HUD-50059 completed at move-in for the **former** tenant, which shows the amount of the security deposit required.
- 4.  Documentation that the appropriate security deposit was collected from the tenant: for example, a copy of the original lease, a copy of the tenant's rent ledger card, or a copy of the receipt(s) for security deposit.
- 5.  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, and any charges withheld from the deposit for unpaid rent, tenant damages or other charges due under the lease, and statement of tenant right to discuss charges.
- 6.  Documentation that verifies the date the unit was ready for occupancy (maintenance or reconditioning log )
- 7.  Copy of the waiting list from which the tenant was selected to fill the vacant unit.
- 8.  If you have no one on the waiting list or no waiting list, documentation of marketing efforts must be included, such as copies of advertising or invoices for advertising expenses that substantiate the date marketing occurred in accordance with the AFHMP.
- 9.  This completed checklist.
- 10.  Claim is not more than 180 days old (Claims must be submitted within 180 days from the date the unit became available for occupancy)
- 11.  I have verified all tenant transmissions to TRACS prior to submitting the special claim for approval. If the unit was previously occupied, the move-out or unit transfer for the former tenant is viewable in TRACS. If the unit was rented within the claim period, the move-in or unit transfer for the new tenant is viewable in TRACS. If the unit is not re-occupied by a subsidized tenant, the move-in is not viewable in TRACS; therefore, a hard copy of the form HUD-50059 has been submitted.

Comment: \_\_\_\_\_

- 12.  MO Inspection form. (Not required, however this information is helpful in the processing of your claim.)

Did the tenant provide a 30 day notice of MO? Yes  No

If No, was any of the security deposit applied to Unpaid Rent or Tenant Damage? Yes  No

**Signature:**

**Date:**

**IMPORTANT: A Social Security number is not required for processing of the claim. If a Social Security number is provided, it must not be transmitted electronically**