



WHEDA

Special Claim for Regular Vacancies Checklist

Project Name: _____
Contract Number: _____
Unit Number _____

Attach the following items to the claim submission along with this checklist:

1. _____ Must verify all tenant transmissions are in TRACS prior to submitting to WHEDA. (Move Outs/Unit Transfers/Move Ins) **Is New Move in a Market Renter? YES _____**
2. _____ Completed form HUD-52670-A Part 2.
3. _____ Completed form HUD-52671-C.
4. _____ 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.
5. _____ Documentation that the appropriate security deposit amount was collected from the tenant: for example, a copy of the original lease, a copy of the tenant's ledger card, or a copy of the receipt(s) for security deposit.
6. _____ 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 and any charges withheld from the deposit for unpaid rent, tenant damages or other charges due under the lease.
7. _____ Copy of move-out inspection report from former tenant.
8. _____ Copy of the move-in inspection report from new tenant. (Only required if less than 60 days from the rent ready date)
9. _____ Documentation that verifies the date the unit was ready for occupancy.
10. _____ If either former tenant or new tenant is result of unit transfer; reason for transfer, documentation showing security deposit was transferred or documentation showing a new security deposit was collected.
11. _____ Copy of the waiting list from which the tenant was selected (i.e. unit transfer waiting list, one-bedroom waiting list, etc.)
12. _____ If the unit was not filled from the waiting list(s), 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.



WHEDA

Special Claims for Unpaid Rent/Damages Checklist

Project Name: _____

Contract Number: _____

Unit Number _____

Attach the following items to the claim submission along with this checklist:

1. _____ Must verify all tenant transmissions are in TRACS prior to submitting to WHEDA. (Move Outs/Unit Transfers/Move Ins) **Is New Move in a Market Renter? YES_____**
2. _____ Completed form HUD-52670-A Part 2.
3. _____ Completed form HUD-52671-A.

Unpaid Rent and other charges:

4. _____ 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.
5. _____ Documentation that the appropriate security deposit amount was collected from the tenant: for example, a copy of the original lease, a copy of the tenant's ledger card, or a copy of the receipt(s) for security deposit.
6. _____ A certified letter sent to the tenant detailing the unpaid rent and other charges, the disposition of the security deposit, demanding payment, and advising the tenant that failure to pay the sums due will result in the owner/agent hiring a collection agency to collect the debt.
7. _____ Documentation that the matter was turned over to a collection agency and that the collection agency attempted to collect the debt.
8. _____ Documentation for other charges that were due under the least that demonstrates the charges were approved by HUD.

Tenant Damages (in addition to documentation for unpaid rent and other charges):

9. _____ Copy of move-in inspection report from former tenant
10. _____ Copy of move-out inspection report from former tenant.
10. _____ Copy of the move-in inspection report from new tenant. (Only required if less than 60 days from the rent ready date.)
11. _____ Documentation that verifies the date the unit was ready for occupancy.
12. _____ Itemized list of damages
13. _____ Breakdown of costs to repair the damages, which may include: invoices; receipts; copies of work orders or maintenance records supporting dates work was completed.
14. _____ A copy of the security deposit disposition notice provided to the tenant.
15. _____ The owner/agent must certify the submitted claim is not the result of normal wear and tear or routine maintenance.