



**SECTION 8 SPECIAL CLAIMS CHECKLIST
UNPAID RENT/TENANT DAMAGES
Effective August 17, 2023**

DATE SUBMITTED

PROPERTY NAME and UNIT NUMBER

- ☐ **HUD Form 52670-A Part 2 (Cover Sheet)** – do not combine regular vacancy claims and unpaid rent/damage claims on the same 52670-A Part 2 form. While you can list as many units on the cover sheet as needed, the two types of claims cannot be combined.
- ☐ **HUD Form 52671-A** (Both Unpaid Rent and Tenant Damages for the same unit/tenant – must be on same form).
- ☐ **Evidence of MO in TRACS** – MI/MO report from TRACS Query. The 50059-A is not proof that the move out is in TRACS.
- ☐ **If applicable, evidence of UT in TRACS** – Certification Query report from TRACS Query.
- ☐ **Documentation that verifies the date the unit was ready for occupancy** similar to reconditioning log.

- ☐ **Copy of original lease or security deposit receipt** for the vacating resident indicating amount of security deposit collected.
- ☐ **Copy of signed HUD-50059 (page 1 and 2) completed at move-in of the vacating resident.**
- ☐ **Copy of certified letter sent to tenant** detailing unpaid rent and other charges, disposition of the security deposit, demand for payment letter, and letter advising that failure to pay will result in the referral to a collection agency.
- ☐ **Documentation that the matter was turned over to a collection agency** and that attempts have been made to collect the debt.

- ☐ **Submit a copy of the resident ledger** from the last zero balance forward to verify unpaid charges
- ☐ **Documentation for other charges due under the lease demonstrating charges were HUD approved**

Tenant Damages (if applicable):

- ☐ **Copies of signed, dated MI and MO inspection reports**
- ☐ **Itemized list of damages**
- ☐ **Breakdown of cost to repair damage** (i.e. invoices, receipts, work orders, maintenance records supporting dates work completed, or maintenance/damage charge list)
- ☐ **Proof of damages** (i.e. pictures, preferably in .jpeg or .tiff file types)
- ☐ **All damage must be “extraordinary repairs and/or replacements”** per the Special Claims Processing Guide. Cleaning and removing trash do not qualify for damage claims.

SUBMITTED BY

TELEPHONE NUMBER

Include a copy of this checklist with your submission through our secure Client Portal located on our website at www.navigatehousing.com/navigate-client-portal/