

Owner Checklist for Section 8 Special Claims for Vacancy Loss

Revised 8/1/11

Property Name and Contract #: _____ Unit #: _____	
Vacated Resident's Last Name: _____ Move-in Resident's Last Name: _____	
1. Claim Period	
	Claim request must be received by SHCC (date stamped) <i>within 180 days</i> from the date the unit was available for occupancy.
2. TRACS Certifications - Per the 2006 Special Claims Processing Guide Chap. 3 <i>"Owners cannot submit a special claim for the unit when the termination of rental assistance was based on the tenant's income increasing to where he/she no longer qualifies for assistance or for the period of occupancy by a police officer or security personnel."</i>	
	<u>Vacating</u> resident's move-out/unit transfer certification has been submitted and is viewable in TRACS.
	<u>Move-in</u> resident's move-in/unit transfer certification has been submitted and is viewable in TRACS.
3. Checklist	
	A checklist of required documentation must be submitted for <i>each unit</i> included in claim.
4. Claim Forms	
	HUD-52670-A Part 2 (<i>Special Claims Schedule</i>) - one signed and dated copy of the claim form listing <i>all units</i> included in the claim request will suffice.
	HUD-52671-C (<i>Special Claims for Regular Vacancies</i>) - one signed and dated copy for <i>each unit</i> must be submitted. Verify the correct move-out date, date unit is ready for occupancy, date unit is re-rented, contract rent at time of move-out, and all subsequent calculations are listed correctly.
5. Move-in HUD-50059	
	Copy of the signed and dated form HUD-50059 completed at <i>original move-in</i> for <u>vacating resident</u> , which denotes the total tenant payment.
6. Security Deposit (SD) Documentation	
	A copy of the vacating resident's rent ledger or SD receipt(s) verifying the amount of SD collected prior to move-out. (<i>If the full SD was not collected as indicated in Fig. 6-6 of the 4350.3 Rev-1 then the under collection amount should be included in line 11 of the claim form.</i>)
	A copy of the SD disposition notice should indicate the move-out date, amount of SD collected, amount of SD returned, and any charges withheld from the SD for unpaid rent, resident damages, or other charges due under the lease. (<i>If the vacating resident failed to give proper notice to vacate and the SD was forfeited, then the SD forfeiture should be included in line 11 of the claim form only if there are any funds remaining after any unpaid rent, damage, or other charges are deducted from the SD..</i>)
7. Make-ready (MR) documentation	
	MR documentation should verify the date the unit was ready for occupancy. Per the 2006 Special Claims Processing Guide Cha. 3, Section 3-4 <i>"Vacancy loss claims may not be paid for the days a unit was being prepared for occupancy."</i> Therefore, the day <u>after</u> the last MR duty is completed is the earliest date a unit will be considered ready for occupancy.
8. Waiting List (WL)	
	A copy of the WL that is clearly marked where the move-in resident is listed on the WL. If a unit transfer occurred provide the unit transfer WL or documentation of the unit transfer request. In order to verify no residents were "jumped" also ensure the WL includes all call logs or notes detailing the outcome/status of all applicants on the WL submitted.
9. Marketing Efforts	
	If the unit was not filled from the WL then documentation of marketing efforts (i.e. copies of invoices/statements of advertising expenses or documentation of actual advertisements) is required and should cover a period of time beginning at least 3 months before the unit was vacated through the date the unit was re-rented.