



**SECTION 8 SPECIAL CLAIMS CHECKLIST  
REGULAR VACANCY  
Effective April 15, 2024**

DATE SUBMITTED \_\_\_\_\_

PROPERTY NAME and UNIT NUMBER \_\_\_\_\_

- ☐ **HUD Form 52670-A Part 2 (cover sheet)** – regular vacancy claims and unpaid rent/damage claims are separate types of claims. Each claim type must have its own 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 on one cover sheet.
- ☐ **HUD Form 52671-C (claim 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 new tenant is a market renter, include a copy of new resident's lease at move in.

**Regular Vacancies:**

- ☐ **Copy of signed HUD-50059 (page 1 and 2) at MI** which shows the security deposit required from the resident that is vacating the unit
- ☐ **Documentation that the appropriate security deposit was collected** from the resident that is vacating the unit (i.e. a copy of the original lease, tenant ledger card, copy of security deposit receipt, etc.)
- ☐ **Copy of security deposit disposition notice** provided to vacating resident indicating the MO date, amount of deposit collected, amount of deposit returned, any charges withheld from the deposit.
- ☐ **Documentation that verifies the date the unit was ready for occupancy** similar to re-conditioning log – the unit ready date is the day after all work was completed on the unit
- ☐ Was the new resident selected from the waiting list? If yes, please provide a copy of the waiting list from which the tenant was selected. The **waiting list must be sorted by bedroom size, date/time and/or preferences, and show all notes.** Please send enough of the waiting list to show the last 2-3 move-ins that took place before the new resident's move-in date. It must also show the rejected applicants between move-ins, if applicable.
- ☐ If the new resident was not selected from the waiting list, you must include **documentation of marketing efforts** such as advertising or invoices for advertising expenses that substantiate compliance with the property's AFHMP and a copy of the AFHMP that the property is using.

**Unit Transfers Only** (in addition to the information above)

- ☐ **Evidence the security deposit was transferred** or that a new security deposit was secured
- ☐ **Evidence of UT in TRACS** – Certification Query report from TRACS Query

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/](http://www.navigatehousing.com/navigate-client-portal/)**

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