

IFA CHECKLIST
Appendix 3B
Special Claims for Regular Vacancies

1. Project Name: _____
2. Contract Number: _____
3. Unit Number: _____

Attach the following required items to claim submission:

- 1.) _____ Completed form HUD-52670-A Part 2
- 2.) _____ Completed HUD-Form 52671-C
- 3.) _____ Copy of signed form HUD-50059 completed at move-in for the former tenant which shows the amount of 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 ledger card, or a copy of the receipt(s) for security deposit.
- 5.) _____ 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.
- 6.) _____ Documentation that verifies the date the unit was ready for occupancy. voucher adjustment page verifying the move-out date of the former tenant and the move-in date of the new tenant.
- 7.) _____ Maintenance record or reconditioning log showing the move-out date, start and finish of each process, date the unit was ready for occupancy and the date unit was re-rented if applicable.
- 8.) _____ Copy of the waiting list from which the tenant was selected (i.e. unit transfer waiting list, one-bedroom waiting list or information from previous waiting list describing contact with applicant and the outcome of the contact.
- 9.) _____ 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 AFHMP.
- 10.) _____ Copy of TRACS printout for verification that the tenant data exist in TRACS, OR copy of Market Rate 50059.