IFA CHECKLIST

Appendix 5B

Special Claims for
Unpaid Rent/Damages

1. Project Name: _____

2. Contract Number: _____

3. Unit Number: _____

Attach the following required items to claim submission:

A. For all claim submissions:

   1._____ Completed form HUD-52670-A, Part 2

   2._____ Completed form HUD-52671-A

B. If claim is for both unpaid rent and other charges and tenant damages are for same Unit and tenant, the claim for tenant damages must be calculated on the same form HUD-52671-A and filed as one claim

C. Unpaid rent and other charges:

   1._____ Documentation, such as a copy of the original lease or a copy of a security deposit receipt indicating the amount of security deposit collected from the tenant

   2._____ A copy of signed form HUD-50059 completed at move-in

   3._____ A certified letter sent to the tenant detailing the unpaid rent and other charges, the disposition of security deposit, demanding payment and advising the tenant that failure to pay the sum due will result in the owner/agent hiring a collection agency to collect the debt

   4._____ Documentation that the matter was turned over to a collection agency for collection and that the collection agency has attempted to collect the debt (i.e. copies of the first demand letter)

   5._____ Documentation for other charges that were due under the lease that demonstrates the charges were approved by HUD

IFA CHECKLIST

Appendix 5B

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D. Tenant Damages: In addition to documentation for unpaid rent and other charges:

1._____ Copies of the move-in and move-out inspection forms

2._____ Itemized list of damages

3._____ Breakdown of cost to repair the damages, which may include invoices, receipts, copy of work orders or maintenance records supporting dates work was completed

4._____ 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.

5._____ The owner/agent must certify the submitted claim is not the result of normal wear and tear or routine maintenance