

## HRDE Special Claim Cheat Sheet for Regular Vacancy

\*Main Office Use Only

Occupancy Date:

59 Day Date:

180 Day Date:

**Site:** \_\_\_\_\_ **Unit Number:** \_\_\_\_\_

**Last name of OUTGOING Tenant:** \_\_\_\_\_

**Date Claim Submitted to HRDE Main Office:** \_\_\_\_\_

1. Completed form HUD-52671-C. (Note: block 3 “Date unit ready for occupancy” should be the day AFTER the FHA Work Order completed day.)
2. Pages 1 and 2 of the signed form HUD-50059 completed at MOVE-IN for the OUTGOING tenant which shows the amount of the security deposit collected.
3. A copy of the FHA Tenant Ledger Report, or a copy of the receipt(s) for security deposit showing the appropriate security deposit was collected.  
(\*\*\*DO NOT send the tenant’s lease! \*\*\*)
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 with the scanned check, and any charges withheld from the deposit for unpaid rent, tenant damages, or other charges due under the lease.
5. A copy of the FHA completed Work Order that verifies the date the unit was ready for occupancy.
6. If the unit was rented to an INCOMING tenant during the 59-day claim period, attach a copy of the FHA Waiting List Summary with the highlighted name of the INCOMING tenant.
  - 6a. Attach pages 1 and 2 of the HUD-50059 of the INCOMING tenant.
7. If the unit sat vacant for the entire 59-day claim (was not filled from vacancy list), attach three months’ worth of dated marketing (newspaper ads) from the date the unit was ready for occupancy.
  - 7a. Marketing                      Month 1                      Month 2                      Month 3
8. If the unit sat vacant for the entire 59-day claim (was not filled from vacancy list) attach the current waiting list.