

Tennessee Housing Development Agency

Section 8 Contract Administration
404 James Robertson Parkway, Suite 1200
Nashville, TN 37243-0900

Special Claim Checklist for Regular Vacancy

THDA Use Only:
Claim #

Property Name _____

Contract Number _____ **Unit Number** _____

Property Contact _____ **Property Fax** _____

- 1. Y N Completed form **HUD-52670-A Part 2.**
- 2. Y N Completed form **HUD-52671-C.**
- 3. Y N A copy of the **signed form HUD-50059 completed at move-in** for the former tenant which shows the amount of the security deposit required.
- 4. Y N **Documentation that the appropriate security deposit amount was collected** from the tenant, i.e. a copy of the original complete lease, a copy of the tenant's ledger card or a copy of the receipt(s) for security deposit.
- 5. Y N A copy of the **security deposit disposition notice** provided to the tenant which indicates the move-out date, amount of security deposit collected, indication of if 30 Day Notice was given by tenant, 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. Y N Documentation that verifies **the date the unit was ready for occupancy**, i.e. maintenance record or reconditioning log confirming the move-out date and the date the unit was ready for occupancy.
- 7. Y N **Copy of the waiting list** from which the new tenant was selected, i.e. unit transfer waiting list, one-bedroom waiting list, etc.
- 8. Y N If the unit was not filled from the waiting list(s) **documentation of marketing efforts** must be included, i.e., copies of advertising or invoices for advertising expenses to substantiate the date marketing occurred in accordance with AFHMP.

INCOMPLETE SUBMISSIONS

HUD **requires** that the above items #1-8 be submitted with the claim. If any items are missing they will be marked "N" to indicate they were not received in the claim packet and this form will be returned to the property.

If all required items are not received by _____, THDA can deny the claim
(Date)

All submissions of missing items must be addressed to Attention: _____ at the address listed above; or by faxing to (615) _____; or by e-mail to _____.

NOTES: _____

