



A Non Profit Corporation

### SPECIAL CLAIMS CHECKLIST FOR UNPAID RENT AND DAMAGES

<b>PROPERTY NAME / CONTRACT NUMBER</b>	
<b>GENERAL HUD RESOURCE(S):</b>	See the Special Claims Processing Guide, and Frequently Asked Questions (FAQs), for references below unless otherwise noted

**Select one of the following submission type:**

- Initial Claim:** Must be received by PBCA within 180 days from the date the unit became available for occupancy (Pg 28, Sec 5-4A, FAQs, Pg 9, Q22)
- Resubmitted Claim:** Must be received by PBCA within 30 calendar days from the date of the notification letter (Pg 4, Sec 1-5 G3)
- Appeal:** Must be received by PBCA within 30 calendar days of notification letter (Pg 4, Sec 1-5 H1)

ITEMS FOR SPECIAL CLAIM SUBMISSION	SUBMITTED OR CONFIRMED
<b>SPECIAL CLAIM ELIGIBILITY</b>	
If assistance was terminated, verify claim eligibility (Pg 22, Sec 5-2 B & C)	<input type="checkbox"/> Confirmed <input type="checkbox"/> N/A
For partially assisted properties: If subsidy was transferred to another unit effective the day after termination or move-out, the claim is ineligible (Pg 22, Sec 5-2 C)	<input type="checkbox"/> Confirmed <input type="checkbox"/> N/A
<b>HUD FORMS &amp; PROCESSING CHECKLIST</b>	
Complete the current version of form HUD-52670-A Part 2 (Pg 25, Sec 5-3 A) Note: If a claim is also being made for unpaid rent/other charges, the damage claim must be calculated on the same form (Pg 27, Sec 5-3 E)	<input type="checkbox"/> Submitted
Complete the current version of form HUD-52671-A (Pg 25, Sec 5-3 A)	<input type="checkbox"/> Submitted
Complete a Checklist – Special Claims for Unpaid Rent/Damages (Pg 3, Sec 1-5 B; Pg 27, Sec 5-3 F; Appendix 5B)	<input type="checkbox"/> Submitted
<b>VOUCHER &amp; TRACS SUBMISSION</b>	
Confirm that the move-out date of the former tenant is viewable in TRACS (Pg 27, Sec 5-3 G)	<input type="checkbox"/> Confirmed
Verify that TRACS information match data reported on the form HUD-52671-A	<input type="checkbox"/> Confirmed

### LOS ANGELES LOMOD CORPORATION

A Non-Profit Corporation

2600 Wilshire Blvd., Suite 3136, Los Angeles, California 90057-3400

Main Line (213)252-2510 • Fax (213)252-1027 • TTY (213)252-1033 •

Resident Toll Free Hotline: 1-877-240-4904 • RL Fax (213)252-2694



Barrier Free

ITEMS FOR SPECIAL CLAIM SUBMISSION	SUBMITTED OR CONFIRMED
<b>DAMAGES &amp; CHARGES</b>	
Confirm that damages are due to tenant's negligence and abuse, not normal wear and tear (Pg 26, Sec 5-3 D2 & D5; Pg 28, Sec 5-5 F & G; Appendix 5C)	<input type="checkbox"/> Confirmed <input type="checkbox"/> N/A
Submit documentation of a repair cost breakdown of at least one of the following: invoices, receipts, Owner or Management Agent certification or other documentation acceptable to HUD or the CA (Pg 26, Sec 5-3 D5; Pg 28, Sec 5-5 E)	<input type="checkbox"/> Submitted
Ensure calculations accurately follow life expectancies (Pg 26, Sec 5-3 D5; Appendix 5D)	<input type="checkbox"/> Confirmed
Ensure allowable 'other charges' are included with unpaid rent such as: (Pg 23-24, Sec 5-2 D4) <ul style="list-style-type: none"> <li>▪ Failure to return keys (not allowable for Section 202/8 properties)</li> <li>▪ Late fees, if allowable under the lease and state/local law (not allowable for Section 202/8 properties)</li> <li>▪ Any charges for damages during tenancy that the tenant was previously billed for and that was still unpaid at move-out (returned check fee is not allowed for Section 202/8)</li> </ul>	<input type="checkbox"/> Confirmed <input type="checkbox"/> N/A
Submit a copy of itemized listing of damages provided to the tenant (Pg 24, Sec 5-2 E5)	<input type="checkbox"/> Submitted
<b>SECURITY DEPOSIT ALLOCATION</b>	
Documentation that the appropriate security deposit was collected (Pg 25-26, Sec 5-3; Pg 28, Sec 5-5 B):	<input type="checkbox"/> Submitted
<ul style="list-style-type: none"> <li>▪ A copy of the of the original lease, tenant's rent ledger card, or receipt(s) showing the amount of the security deposit collected at move-in (Pg 25, Sec 5-3 C2b)</li> </ul>	<input type="checkbox"/> Submitted
<ul style="list-style-type: none"> <li>▪ Signed copy of the 50059 at the time of move-in which shows the amount of security deposit that was required (Pg 25, Sec 5-3 C2a)</li> </ul>	<input type="checkbox"/> Submitted
<ul style="list-style-type: none"> <li>▪ Move-in and move-out inspection reports (Pg 26, Sec 5-3 D3)</li> </ul>	<input type="checkbox"/> Submitted
<ul style="list-style-type: none"> <li>▪ If the O/A did not collect the appropriate security deposit, the claim will be reduced by the amount of the security deposit the owner should have collected from the tenant (Pg 23, Sec 5-2 D1)</li> </ul>	<input type="checkbox"/> Confirmed <input type="checkbox"/> N/A
Copy of the security deposit disposition notice provided to the tenant indicating items listed below: (Pg 26, Sec 5-3 G, FAQs, Pg 9, Q 23)	<input type="checkbox"/> Submitted
<ul style="list-style-type: none"> <li>▪ Move out date</li> </ul>	<input type="checkbox"/> Confirmed
<ul style="list-style-type: none"> <li>▪ Amount of security deposit collected (or the amount that should have been collected)</li> </ul>	<input type="checkbox"/> Confirmed
<ul style="list-style-type: none"> <li>▪ Any charges withheld from the deposit for unpaid rent, tenant damages or other charges due under the lease</li> </ul>	<input type="checkbox"/> Confirmed <input type="checkbox"/> N/A
<b>ATTEMPTS MADE TO COLLECT DEBT FROM TENANT</b>	
Submit the following as evidence to show that reasonable steps were taken to collect the debt from the	<input type="checkbox"/> Submitted

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tenant: (Pg 23-26)	
<ul style="list-style-type: none"> <li>▪ Certified letter that includes all required items such as: unpaid rent and other charges; disposition of the security deposit; demand for payment; notice to the tenant that failure to pay the sum will result in the Owner or Management Agent hiring a collection agency to collect the debt; the tenant's right to discuss the charges with the Owner or Management Agent (Pg 23, Sec 5-2 D2a; Pg 25 Sec 5-3 C2c &amp; d)</li> </ul>	<input type="checkbox"/> Submitted
<ul style="list-style-type: none"> <li>▪ First demand letter from the collection agency (Pg 23, Sec 5-2 D2b; Pg 25, Sec 5-3 C2d; Pg 28, Sec 5-5 D)</li> </ul>	<input type="checkbox"/> Submitted
<ul style="list-style-type: none"> <li>▪ Documentation of HUD approval for other charges due under the lease (Pg 26, Sec 5-3 C2e)</li> </ul>	<input type="checkbox"/> Submitted <input type="checkbox"/> N/A