



Arizona Public Housing Authority

**SPECIAL CLAIMS CHECKLIST**  
**Tenant Damages, Unpaid Rent, and Other Charges**  
(For Vacancy Claims use Vacancy Claims Checklist, APHA Form SC-6)

Property Name: LAKEWOOD APARTMENTS

Unit No: 05

Date Unit Ready for Occupancy: 11/16/09

Submit the documentation listed below with each Special Claim. If you are claiming Unpaid Rent and Other Charges along with Damages, all must be calculated on the same form. Claim must be received within 180 days from the date the unit was ready for occupancy.

**Tenant Damages**

Items with an asterisk ( \* ) will have been provided with the Vacancy Claim if one was submitted.

- 1. Completed \*Form HUD 52670-A, Part 2, and Form HUD 52671-A.
- 2. \*Copy of original lease and signed move-in 50059 as documentation that appropriate security deposit was collected.
- 3. Copies of move-in and \*move-out inspection reports.
- 4. \*Security deposit disposition information. You may use APHA Form SC-5 or your own as long as the following information is provided:
  - Move-out date
  - Amount of security deposit collected
  - Itemized charges for unpaid rent, damages or other charges
- 5. Breakdown of costs to repair damages – may include invoices, receipts, owner/agent copies of work orders or maintenance records indicating unit number and dates work completed.
- 6. Copy of certified letter to tenant demanding payment and detailing damages and related charges, disposition of security deposit, and advising tenant that account will be turned over to a collection agency upon failure to pay.
- 7. Documentation that the matter was turned over to a collection agency and the collection agency has attempted to collect the debt (copy of collection agency's first demand letter).
- 8. Documentation that collection agency has attempted to collect debt e.g. copy of agency's first demand letter.
- 9. Photos documenting unit condition (If tenant is being charged for damages above normal wear & tear).  
**SENT VIA E-MAIL**
- 10. Copy of this completed Checklist

**(Over for Unpaid Rent and Other Charges Checklist)**

# Special Claims for Unpaid Rent / Damages

U.S. Department of Housing and Urban Development  
Office of Housing  
Federal Housing Commissioner

OMB Approval No. 2502-0182 (04/30/2012)

Instructions Follow guidelines in HUD Handbook 4350.3, Rev. 1 Chapter 9	Project name <b>LAKWOOD APARTMENTS</b>	FHA project no. 123EH556	Section 8/PAC/PRAC contract no. AZ20T901001
		Vacated Tenant name SMITH, JOHN	Unit No. 05
		Tenant vacant date 11/10/2009	New Tenant's move-in date 12/28/2009
Total amount collected from tenant	1. Enter the security deposit you collected. <b>Warning:</b> If you did not collect the required security deposit from the tenant that caused this claim, <b>stop! You cannot file this special claim.</b>	134.00	
	2. Enter the interest you earned on the security deposit	2.58	
	3. Enter the money you collected for unpaid rents & damages (from tenant, insurance, etc.) <i>came in &amp; paid</i>	51.00	
	4. Total amount collected, Add lines 1-3	187.58	
HUD's maximum liability	5. Enter monthly contract rent at move-out for Section 8 or PAC units; or the monthly operating rent for Section 202/811 PRAC	624.00	
	6. Subtract line 4 from line 5 (equals maximum HUD liability). <b>If this amount is 0 or negative, stop!</b> You have exceeded HUD's maximum. You cannot file a claim for unpaid rent or damages.		436.42
Unpaid rent claim	7. Enter rent charged but unpaid at move-out	402.00	
	8. Subtract line 4 from line 7 (not less than 0)	214.42	
	9. Enter the lesser of lines 6 & 8. Also, enter in column 3 on HUD 5267 A, Part 2.	134.00	214.00
HUD's remaining liability applicable to damages	10. Subtract line 9 from line 6. <b>If this amount is 0 or negative, stop!</b> You have exceeded HUD's maximum. <b>You cannot file a claim for damages.</b>	222.42	
	11. Enter cost to repair damage	61.00	
	12. Enter the remaining amount of the security deposit (line 4 minus line 7) This cannot be less than 0	-0-	
	13. Amount of damage exceeding the remaining security deposit (line 11 minus line 12) This cannot be less than 0		61.00
	14. Enter the lesser of lines 10 & 13. Also, enter in column 4 on HUD 52670-A, Part 2.		61.00

I certify: (a) I collected the appropriate security deposit according to Chapter 6, Section 1, page 6-11, figure 6-3. (b) I billed tenants for unpaid rent or damages and took all reasonable steps to collect the debt. (c) I determined the damage claim was due to the tenant's negligence or abuse. (d) All documentation will be retained in the project's file for 3 years.

Owner's printed name, signature, & date

Jane Jones 2-01-10  
*Jane Jones*

HUD Contract Administration Review

- Claim approved.
- Claim adjusted. Reason:
- Claim denied. Reason:

Official's name, signature, & date

Claim ID: \_\_\_\_\_

Find this form at: [www.azhousing.gov](http://www.azhousing.gov) .... Forms and Handbooks ....  
Az Public Housing Auth .... Special Claims .... Special Claims Form for Unpaid Damages

HUD will prosecute false claims & statements. Conviction may result in criminal and/or civil penalties (18 U.S.C. Sections 1001, 1010, 1012; 31 U.S.C. Sections 3729, 3802).

Previous versions obsolete  
Submit an original and two copies

form HUD-52671-A (10/2002)  
ref. Handbook 4350.3 Rev. 1

Lakewood Apartments  
1234 E. Lakeview Dr.  
Nicoletlive, AZ 85777  
Ph. 555/ 555-5555

Date: November 16, 2009

To: John Smith  
c/o Debbie Smith  
1234 Washington Place  
Somewhereville, AZ 09242

Dear Mr. Smith,

ITEMIZED LIST OF CHARGES

**Damages**

Door repair	\$25.00
<u>Replace light fixture</u>	<u>\$36.00</u>
Sub Total	\$61.00

**Rent & Other Charges Under Lease**

Prior charge on ledger	\$33.00
Oct.	\$243.00
Late fees.	\$40.00
Nov.	\$81.00
<u>Keys not returned</u>	<u>\$5.00</u>
Sub Total	\$402.00

**Legal Fees**

Court Costs	\$81.00
<u>Attorney Fees</u>	<u>\$110.00</u>
Sub Total	\$191.00

Total owed by tenant \$654.00

**Total allowable to HUD**

<b>For Damages</b>	<b>\$61.00</b>	<i>do not include Legal fees</i>
<b>For Unpaid rent</b>	<b>\$402.00</b>	<i>left by tenant</i>

November 16, 2009

Certified Mail/ Return Receipt

John Smith  
c/o Debbie Smith  
1234 Washington Place  
Somewhereville, AZ 09242

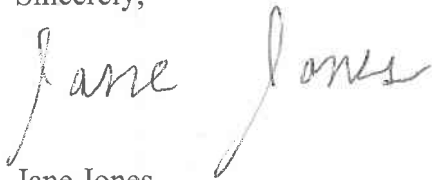
**RE: BALANCE DUE UPON MOVE OUT**

Dear Mr. Smith:

On November 10, 2009 your move-out resulted in an amount due of \$ 517.42. A breakdown of the charges and deposits made can be found on the enclosed Security Deposit Disposition form and itemized list of charges. As of today's date this amount has not been received. Please remit the total amount due on or before December 16, 2009.

If the total amount is not paid on or before the due date, your account will be referred to a collection agency. This could have a negative impact on your ability to receive subsidized housing assistance in the future should the need arise.

Sincerely,

A handwritten signature in cursive script that reads "Jane Jones". The signature is written in dark ink and is positioned above the printed name.

Jane Jones

Director of Housing Programs, Lakewood Housing Corporation



To: abc Collection Service  
PO Box 000  
Payme back, GD 24931

RE: John Smith

SSH#: 000-00-0000

AND

SSH:

Lakewood Housing Corporation is referring the above named person(s) to your agency for collection of the outstanding debt owed the Corporation. For your information, listed below are the following additional information:

Forwarding or last known

Address c/o Debbie Smith 1234 Washington Pl, Somewhereville, AZ

Telephone number (123) 456-7890

09242

Name of Bank and account #

Amount Owed \$ 466.42

Date Referred 12-23-09

Housing Program LHC

Vacate # and Date 05-11-10-09

Referred by: Jane Jones

Dir of Hsg Prog-LHC

LHC Employee Name

Title

CC: Tenant File

Collection Service

Finance

Lakewood Housing Corporation does not discriminate on the basis of handicapped status in the admission or access to, or treatment or employment in, its federally assisted programs and activities.

12/28/09

ABC Collection Service  
PO Box 000  
Paymeback, GD 24931-000

John Smith  
c/o Debbie Smith  
1234 Washington Pl.  
Somewhereville, AZ 09242

Account Number:  
0000-150027

Reference Number:  
05

Current Balance:  
\$466.42

Regarding your account with: Lakewood Housing Corporation  
Current Balance: \$466.42

The above matter has been assigned to this office for collection. In order to settle this matter, it is imperative you either call, make an appointment to appear at this office, or mail the entire balance. If you fail to do this, the debt will be reported to the credit reporting agencies of Arizona, which are affiliated nationwide, where it becomes a part of your credit record for a period of seven years. Make check or money order payable to ABC COLLECTION SERVICE. Please write the account number on your check.

In accordance with the Fair Debt Collection Practices Act, we are hereby giving you 30 days to dispute the validity of this debt or any portion of it. We must have your dispute in our office within 30 days of this notice. If you do not respond, we will assume that the debt is valid. If you do notify us in writing within 30 days, this office will obtain and send to you verification of this debt and amount due from the creditor or a copy of any judgment against you and mail it to you. If the current creditor is different than the original creditor, we will provide you with the name and address of the original creditor.

This is a communication from a debt collector.

**MONEY ORDERS OR CASHIERS CHECKS  
ACCEPTED ONLY**

Tenant Name

Smith, John

Unit Number

5

Emergency Contact

Debbie Smith

Phone

714-555-6789

Security Deposit Required

\$134 Received payment credited to: \$134

Date	Monthly Rate	period covered:		rent	security	late fees	Misc	Total amnt rcv'd	Running Balance
		from	to						
1/24/2007	\$134	1/24/2007	1/31/2007	\$35	\$134			\$169	\$0
2/1/2007	\$134	2/1/2007	2/28/2007	\$134				\$134	\$0
3/1/2007	\$134	3/1/2007	3/31/2007	\$134				\$134	\$0
4/1/2007	\$134	4/1/2007	4/30/2007	\$134				\$134	\$0
5/1/2007	\$134	5/1/2007	5/31/2007	\$134				\$134	\$0
6/1/2007	\$134	6/1/2007	6/30/2007	\$134				\$134	\$0
7/1/2007	\$134	7/1/2007	7/30/2007	\$134				\$134	\$0
8/1/2007	\$134	8/1/2007	8/31/2007	\$134				\$134	\$0
9/1/2007	\$134	9/1/2007	9/30/2007	\$134				\$134	\$0
10/1/2007	\$134	10/1/2007	10/31/2007	\$134				\$134	\$0
11/1/2007	\$134	11/1/2007	11/30/2007	\$134				\$134	\$0
12/1/2007	\$134	12/1/2007	12/31/2007	\$134				\$134	\$0
	1/1/08 AR makes rent \$188								
1/3/2008	\$188	1/1/2008	1/30/2008	\$150				\$150	\$38
1/5/2008				\$38				\$38	\$0
2/4/2008	\$188	2/1/2008	2/29/2008	\$188				\$188	\$0
3/3/2008	\$188	3/1/2008	3/31/2008	\$188				\$188	\$0
4/6/2008						\$6			\$6
4/7/2008	\$188	4/1/2008	4/30/2008	\$188		\$1		\$188	\$7
4/10/2008						-\$7		\$7	\$0
5/5/2008	\$188	5/1/2008	5/31/2008	\$188				\$188	\$0
6/2/2008	\$188	6/1/2008	6/30/2008	\$188				\$188	\$0
7/2/2008	\$188	7/1/2008	7/31/2008	\$188				\$188	\$0
8/4/2008	\$188	8/1/2008	8/31/2008	\$188				\$188	\$0
9/2/2008	\$188	9/1/2008	9/30/2008	\$188				\$188	\$0
10/3/2008	\$188	10/1/2008	10/31/2008	\$188				\$188	\$0
11/3/2008	\$188	11/1/2008	11/30/2008	\$188				\$188	\$0
12/1/2008	\$188	12/1/2008	12/31/2008	\$188				\$188	\$0
	1/1/09 AR makes rent \$243								

1/2/2009	\$243	1/1/2009	1/31/2009	\$243					\$243	\$0
2/2/2009	\$243	2/1/2009	2/28/2009	\$243					\$243	\$0
3/2/2009	\$243	3/1/2009	3/31/2009	\$243					\$243	\$0
4/3/2009	\$243	4/1/2009	4/30/2009	\$243					\$243	\$0
5/4/2009	\$243	5/1/2009	5/31/2009	\$243					\$243	\$0
6/1/2009	\$243	6/1/2009	6/30/2009	\$243					\$243	\$0
7/3/2009	\$243	7/1/2009	7/31/2009	\$243					\$243	\$0
8/3/2009	\$243	8/1/2009	8/31/2009	\$243					\$243	\$0
8/14/2009								\$ 75.00		\$75
9/4/2009	\$243	9/1/2009	9/30/2009	\$243				\$ 42.00	\$285	\$33
10/6/2009	\$243	10/1/2009	10/31/2009							\$276
10/31/2009							\$30			\$306
	11/10/09 Move Out									
11/11/2009	\$243	11/1/2009	11/10/2009	\$81			\$10			\$397
12/15/2009								\$ (51.00)	\$51	\$346