



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

Property Name:

Unit No:

Date Unit Ready for Occupancy:

**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).
- 10. Copy of this completed Checklist

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

## Unpaid Rent and Other Charges

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. \*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
  - Supporting documentation for unpaid rent (rent ledger)
- 4. 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.
- 5. 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).
- 6. Copy of this completed Checklist

SC-4 (2.4.2009)