



## VACANCY CLAIMS CHECKLIST

Property Name:

Unit No:

**Submit the documentation listed below with each Vacancy Claim. Vacancy Claims must be received within 180 days from the date the unit was ready for occupancy.**

- 1. Completed Form HUD 52670A, Part 2
- 2. Completed Form HUD 52671C
- 3. Move-out information transmitted to APHA on (date):
- 4. Move-in information for new tenant transmitted to APHA on (date):  
Include hard copy of move-in 50059 if before January 1, 2002
- 5. Copy of Move-Out Inspection
- 6. Documentation that appropriate security deposit was collected from tenant (copy of original lease, rent ledger card, or copy of receipt for security deposit).
- 7. Copy of the security deposit disposition notice provided to the tenant. You may use APHA Form SC-5 or your own as long the following information is provided:
  - Date 30-day notice provided
  - Move-out date
  - Reason for moving
  - Original deposit date and amount
  - Total amount eligible for refund
  - All charges itemized (unpaid rent, damages, cleaning, forfeiture)
  - Amount refunded to resident and date of refund

List the security deposit on Line 11 of form HUD-52671, ONLY IF the security deposit was forfeited for failure to provide proper move-out notification and there is no damage claim for this unit.

If also submitting a Special Claim for Unpaid Rent/Damages for the same unit, show the security deposit amount on Line 1 of form HUD-52671-A (do not include on the vacancy claim for the same unit).

- 8. Copy of maintenance records showing move-out date, start and finish of each process, and date unit was ready for occupancy.
- 9. If unit preparation time more than 14 days or total length of vacancy more than 30 days, include explanation.

(OVER)

- 10. Copy of Waiting List from which new tenant was selected or a copy of the Unit Transfer List if new tenant is a unit transfer.
- 11. Documentation supporting status of waiting list and outcome of applicant contacts to include date applicant was contacted, applicant response, status of applicant move-in.
- 12. If unit not filled from the waiting list, provide documentation of marketing efforts that substantiate the date marketing occurred in accordance with the AFHMP.
- 13. If vacancy is due to a tenant transferring to another unit, submit the following:
  - Documentation stating the reason for the transfer
  - Evidence security deposit was transferred or new security deposit was secured.
- 14. A copy of this completed Checklist

**SC-6 (2.4.2009)**