

# Special Claims for Regular Vacancies

## U.S. Department of Housing and Urban Development Office of Housing

OMB Approval No. 2502-0182

<b>Instructions</b> Follow guidelines in the Special Claims Guide and TRACS MAT Guide	Project Name		FHA Project No.		Contract No.	
			Vacated Tenant Name		Unit No.	
<b>Part A</b> (applies to the following)  880: Section 8 New Construction  881: Substantial Rehabilitation  884: Rural Housing Services  886:LMSA Subpart A  891: Elderly and Persons with Disabilities (includes 811 PRA)	1. Tenant's move-out date	2. No. days taken to clean/repair unit	3. Date unit ready for occupancy	4. Date unit ready for occupancy + 59 days	5. Date unit was re-rented	6. No. of days vacant (not to exceed 60. Include day in line 3 but not day in line 5.)
	7. Contract rent <sup>1</sup> at move-out					
	8. Enter daily contract rent (Divide contract rent in effect on move-out date by actual no. days in move-out month).					
	9. Multiply lines 6 and 8 (Contract rent for days vacant)					
	10. Multiply line 9 by 0.80 for Section 8/PAC units, 0.50 for PRAC units and State Agency set amount for 811 PRA units (This is the most HUD will pay)					
	11. Enter amounts paid by other sources (Security deposit, Title I, etc.)			(-)		
	12. Subtract line 11 from line 9					
13. Compare line 10 with line 12 and enter the lesser amount. Enter in column 6 on HUD 52670-A Part 2.						
<b>Part B</b> (applies to)  886: Property Disposition, Subpart C	14. Tenant's move-out date	15. No. days taken to clean/repair unit	16. Date unit ready for occupancy	17. Last day of mo. (or day before move-in if in same month)	18. Number of days vacant in first month (line 17 minus line 16, plus one day. Not to exceed 30.)	
	19. Enter daily assistance payment (Divide assistance payment in effect on move-out date by actual no. days in move-out month.)					
	20. Multiply line 18 by line 19 <b>This is the most HUD will pay for the first month.</b> If vacancy continues for a second month, continue with line 21. However, if a new tenant moved in the same month as the previous tenant moved out, <b>skip to line 26.</b>					
	21. Day of second month the unit was rented					
	22. Subtract one (1) day from line 21 (or enter actual no. days vacant if the unit was not re-rented.)					
	23. Enter daily contract rent (Divide contract rent in effect on move-out by actual no. days in move-out month.)					
	24. Multiply line 22 by line 23					
	25. Multiply line 24 by 0.80 <b>This is the most HUD will pay for the second month.</b>					
	26. Add lines 20 and 25					
	27. Enter amounts paid by other sources (Security deposit, Title I, etc.)				(-)	
	28. Subtract line 27 from 26 Enter in column 6 on HUD 52670-A Part 2.					
<p>I certify: (a) Units are in decent, safe, and sanitary condition, and are available for occupancy during the vacancy period in which the payments are claimed. (b) The Owner / Agent did not cause the vacancy by violating the lease, the contract, or any applicable law. (c) I notified HUD or the contract administrator immediately upon learning of the vacancy, or prospective vacancy, and the reasons for it. (d) I complied with all HUD requirements on termination of tenancy (Chapter 8, Section 3 of Handbook 4350.3 REV-1) if the vacancy was caused by an eviction. (e) All documentation will be retained in the project's file for 3 years.</p> <p>Owner's printed name, signature and date</p>				<p>HUD Contract Administrator Review</p> <p><input type="checkbox"/> Claim approved</p> <p><input type="checkbox"/> Claim adjusted. Reason:</p> <p><input type="checkbox"/> Claim denied. Reason:</p> <p>Official's name, signature and date</p>		
<p>HUD will prosecute false claims &amp; statements. Convictions may result in criminal and/or civil penalties (18 U.S.C. Sections 1001, 1010, 1012, 31 U.S.C. Sections 3729 3802).</p>				<p>Claim ID:</p>		

<sup>1</sup> For PRAC projects, if the tenant pays utilities separately, the contract rent is the operating rent (operating cost) minus the HUD-approved utility allowances. If all utilities are included in the rent, the contract rent is the operating rent.