

**Special Claims  
Unpaid Rent / Damages**

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

OMB Approval No. 2502-0182  
(exp. mm/dd/yyyy)

<b>Instructions</b> Follow guidelines in the Special Claims Guide and TRACS MAT Guide	Project Name	Project No.	Contract No.
	Vacated Tenant Name	Unit No.	Tenant Vacant Date
Total amount collected from tenant	1. Enter the security deposit amount required.		
	2. Enter the security deposit amount collected.		
	3. Enter the greater of lines 1 and 2.		
	4. Enter the interest earned on the security deposit.		
	5. Enter the money collected for unpaid rents and damages (from tenant, insurance, etc.).		
	6. Total amount collected. Add lines 3 through 5.		
HUD's maximum liability	7. Enter the monthly contract <sup>1</sup> rent at move-out.		
	8. Subtract line 6 from line 7 (equals maximum liability). <b>If this amount is 0 or negative, stop!</b> This exceeds HUD's maximum and no claim is allowed.		
Unpaid rent claim	9. Enter the rent and any other allowable charges due under the lease that were charged but unpaid at move-out.		
	10. Subtract line 6 from line 9 (not less than 0).		
	11. Enter the lesser of lines 8 and 10. Round to the whole dollar. Also, enter in column 3 on HUD 52670-A Part 2.		
HUD's remaining liability applicable to damages	12. Subtract line 11 from line 8. <b>If this amount is 0 or negative, stop!</b> This exceeds HUD's maximum and no claim for damages is allowed.		
	13. Enter cost to repair damage.		
	14. Enter the remaining amount of the security deposit (line 6 minus line 9). This cannot be less than 0.		
	15. Amount of damage exceeding the remaining security deposit (line 13 minus line 14). This cannot be less than 0.		
	16. Enter the lesser of lines 12 and 15. Round to the whole dollar. Also, enter in column 4 on HUD 52670-A Part 2.		

<p><b>I/WE, the undersigned, certify</b> under penalty of perjury that: (a) the information provided above is true and correct; (b) the above amounts have been computed in accordance with all instructions and requirements prescribed by HUD and the applicable Section 8/PAC/PRAC/SPRAC/811 PRA Contract; (c) all prerequisites to and conditions for the assistance claimed have been met; and (d) all required documentation will be retained in the project's files for six (6) years.</p> <p>Owner's printed name, signature and date</p>  <p><b>Warning:</b> Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. §§ 3729, 3802).</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>Claim ID: _____</p>
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<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.

Public reporting burden for this collection of information is estimated to average 1.33 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection information unless that collection displays a valid OMB control number.

The Department of Housing & Urban Development is authorized to collect this information by the U.S. Housing Act of 1937, as amended. Providing all information is mandatory, and failure to provide information will affect participation in HUD programs and may prevent an owner/agent receiving payments to offset losses due to unpaid rent and/or tenant damages. The information provided will be used by HUD to review the accuracy of funds requested by owner/agent for special claims payments for unpaid rent and/or tenant damages. No assurances of confidentiality are provided for this information collection, but HUD will not disclose data on a specific project or tenant, except as required by law.

Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Reports Management Officer, QDAM, Department of Housing and Urban Development, 451 7th Street, SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2502-0182.

Previous versions obsolete