

# Special Claims for Debt Service

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

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

Instructions Follow guidelines in the Special Claims Guide and TRACS MAT Guide		Project Name		Project Number	Contract Number	
Unit Number	Unit Size (no. of Bedrooms)	Period Vacant		No. of days vacant  (1)	Daily debt svc attributed to that unit from HAP contract (exhibit 2) (2)	Amount Claimed (column 1 x column 2) (3)
		From (date)	To (date)			
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						

A Total

B Enter operating loss from HUD-92410

C Enter **lesser of A or B**. Also enter in column 7 of HUD 52670-A Part 2.

**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) I took all appropriate actions to market and fill the vacant units. (c) The project shows a net operating loss on an unaudited form, HUD-92410 Profit & Loss Statement.  
Owner's printed name, signature and date

HUD Contract Administrator Review

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

Official's name, signature and date

**Warning:** 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).

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

This form must be completed so HUD can pay owners an amount to help the contract remain viable during lengthy vacancy periods.

Regulations require that owners complete this form using statutory formulas for calculating vacancy loss payments.

The statutes requiring the submission are S8, United States Housing Act (42 U.S.C. 1437 f), Section 202 of the Housing Act of 1959 as amended by Section 801 of the National Affordable Housing Act (12 U.S.C. 1701(g)), and Section 811 of the National Affordable Housing Act (42 U.S.C. 8013). The regulations stipulating these rules are: 24 CFR 880, 881, 883, 884, 886, and 891. The administrative requirements for these forms are provided in HUD Handbook 4350.3, Rev. 1, Chapter 9.

HUD does not promise confidentiality but will not disclose data on a specific project or tenant. No questions of a sensitive nature are asked in this form.

The Department of Housing & Urban Development is authorized to collect this information by the U.S. Housing Act of 1937, as amended. The owner/agent must provide all this information. The information provided will be used by HUD to review accuracy of funds requested by owner/agent for special claims payments. HUD may disclose this information to Federal, state, and local agencies when relevant to civil, criminal, or regulatory investigations and prosecutions. Otherwise, it will not be disclosed or released outside of HUD, except as permitted or required by law. Providing all information is mandatory, and failure to provide information will affect participation in HUD programs.

Public reporting burden for this collection of information is estimated to average 1.3300 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.

Previous versions obsolete

form **HUD-52671-D** (05/2023)  
ref HB 4350.3 REV-1, TRACS MAT Guide

**[Pending OMB Approval v 06/05/2023]**