## Section 8 Special Claims for Unpaid Rent / Damages

### Instructions: Follow guidelines in HUD Handbook 4350.3, Chapter 6

<table>
<thead>
<tr>
<th>Project name:</th>
<th>FHA project no:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tenant name:</td>
<td>Section 8 contract no:</td>
</tr>
<tr>
<td>Tenant's move-in date:</td>
<td>Unit No:</td>
</tr>
<tr>
<td>Previous tenant's move-out date:</td>
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</tbody>
</table>

### Total amount collected from tenant:
1. Enter the security deposit you collected. Warning—If you did not collect the required security deposit from the tenant that caused this claim, stop! You cannot file this special claim.
2. Enter the interest you earned on the security deposit:
3. Enter the money you collected for unpaid rents & damages:
4. Total amount collected. Add lines 1-3:

### HUD's maximum liability:
5. Enter monthly contract rent at move-out date:
6. Subtract line 4 from line 5 (equals maximum HUD liability). If this amount is 0 or negative, stop! You have exceeded HUD's maximum. You cannot file a claim for unpaid rents or damages.

### Unpaid rent claim:
7. Enter rent charged but unpaid at move-out:
8. Subtract line 4 from line 7 and enter (not less than 0):
9. Enter the lesser of lines 6 & 8. Also, enter in column 3 on HUD 52670-A, Part 2.

### HUD's remaining liability applicable to damages:
10. Subtract line 9 from line 6. If this amount is 0 or negative, stop! You have exceeded HUD's maximum. You cannot file a claim for damages.
11. Enter cost to repair damage:
12. Enter the remaining amount of the security deposit (line 4 minus line 7). This cannot be less than 0:
13. Amount of damage exceeding the remaining security deposit (line 11 minus line 12). This cannot be less than 0:
14. Enter the lesser of lines 10 & 13. Also, enter in column 4 on HUD 52670-A, Part 2.

**I certify:** (a) I collected the appropriate security deposit according to Chapter 4, Section 2, page 4-4, paragraph 4-B(2) and (3), (b) I billed tenants for unpaid rent or damages and took all reasonable steps to collect the debt, (c) I determined the damage claim was due to the tenant’s negligence or abuse, (d) All documentation will be retained in the project’s file for 3 years.

Owner's printed name, signature, date:

**HUD Field Office Review:**
- [ ] Claim approved.
- [ ] Claim adjusted. Reason:
- [ ] Claim denied. Reason:

HUD official's name, signature, date:

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HUD will prosecute false claims & statements. Conviction may result in criminal and/or civil penalties (18 U.S.C. Sections 1001, 1010, 1012; 31 U.S.C. Sections 5729, 5802)

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form HUD-52671-A (8/91)
<table>
<thead>
<tr>
<th>Unit Number</th>
<th>Unit Size (No. of Bedrooms)</th>
<th>Period Vacant</th>
<th># days vac: (NTU 60)</th>
<th>Daily Contract Rent: (1)</th>
<th>Multiply columns 1 &amp; 2 &amp; enter here: (2)</th>
<th>HUD's limitation: (3)</th>
<th>Amount Claimed (column 3 times column 4): (4)</th>
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</table>

HUD Field Office Review:

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

HUD official's name, signature, date:

HUD will prosecute false claims & statements. Conviction may result in criminal and/or civil penalties (18 U.S.C. Sections 1001, 1010, 1012; 31 U.S.C. Sections 3729, 3802).

Form HUD-52871-B (8/91)
## Section 8 Special Claims for Regular Vacancies

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

**OMB Approval No. 2502-0182 (11/30/99)**

Public reporting burden for the collection of information is estimated to average 0.33 hour 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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden estimate, to the Director, Office of Information and Regulatory Affairs, Office of Management and Budget, Paperwork Reduction Project (2502-0182), Washington, D.C. 20503.

### Instructions: Follow guidelines in HUD Handbook 4350.5, Chapter 6

<table>
<thead>
<tr>
<th>Project name:</th>
<th>FHA project no:</th>
<th>Section 8 contract no:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tenant name:</td>
<td>Unit N°:</td>
<td>Part A:</td>
</tr>
</tbody>
</table>

#### 1. Tenant's move-out date:

**Part A:**

- (applies to the following)
  - 880: Section 8 New Construction
  - 881: Substantial Rehabilitation
  - 884: 515 Farmers Home
  - 885: Elderly Housing
  - 886: LMSA Subpart A

1. Enter daily contract rent:
   - (Divide contract rent in effect on move-out date by 30.)

2. Multiply line 6 and 7 & enter (Contract rent for days vacant):

3. Multiply line 8 by 0.80 & enter (This is the most HUD will pay):

4. Enter amounts paid by other sources:
   - (Security deposit, Title I, etc.)

5. Subtract line 10 from line 8 & enter:

6. Compare line 9 with line 11 & enter the lesser amount:
   - Enter in column 6 on HUD 52670-A Part 2.

7. Tenant's move-out date:

8. No. days taken to clean/repair unit:

9. Date unit ready for occupancy:

10. Date unit was re-rented:

#### Part B:

- (applies to)
  - 886: Property Disposition

11. Enter daily assistance payment:
   - (Divide assistance payment in effect on move-out date by 30.)

12. Multiply line 11 by 20 & enter:
   - (This is the most HUD will pay for the second month. If vacancy continues for a second month, continue with line 20. However, if a new tenant moved in the same month as the previous tenant moved out, skip to line 25.)

13. Day of second month the unit was rented:

14. Subtract one (1) day from line 20 & enter:

15. Date unit ready for occupancy:

16. Last day of month (or day before move-in) (Assistance month):

17. Number of days vacant in last month: (Line 16 minus line 15, plus one day. Not to exceed 30.)

#### Part C:

- (Subpart C)

18. Enter daily contract rent:
   - (Divide contract rent in effect on move-out date by 30.)

19. Multiply line 17 by 20 & enter:
   - (This is the most HUD will pay for the second month. If vacancy continues for a second month, continue with line 20. However, if a new tenant moved in the same month as the previous tenant moved out, skip to line 25.)

20. Add lines 19 & 24 & enter:

21. Enter amounts paid by other sources:
   - (Security deposit, Title I, etc.)

22. Subtract line 25 from 24 & enter:
   - Enter in column 6 on HUD 52670-A Part 2.

**Identity:** (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 vacating the lease, the contract, or any applicable law. (c) The 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 related to notice and the date of occupancy. (e) An owner's certificate will be retained in the project's file for 3 years.

**HUD Field Office Review:**
- [ ] Claim approved
- [ ] Claim adjusted
  - Reason:
- [ ] Claim denied
  - Reason:

**HUD official's name, signature, date:**

**HUD will prosecute false claims & statements. Conviction may result in criminal or civil penalties (18 U.S. Code Sections 1001, 1010, 1012; 31 U.S.C. Sections 3729, 3802).**

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**Form HUD-52671-C (6/91)**

3/92
## Section 8 Special Claims for Debt Service

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

OMB Approval No. 2502-0182 (11/25/93)

Public reporting burden for this collection of information is estimated to average 0.3 hour 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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3300 and to the Office of Management and Budget, Paperwork Reduction Project (2502-0182), Washington, D.C. 20503.

### Instructions:
Follow guidelines in HUD Handbook 4350.3, Chapter 8

<table>
<thead>
<tr>
<th>Unit number</th>
<th>Unit size: (No. of Bedrooms)</th>
<th>Period vacant:</th>
<th>No. of days vacant:</th>
<th>Daily debt ser. attributed to that unit from HAP contract (exhibit 2):</th>
<th>Amount Claimed (column 1 x column 2):</th>
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**Certification:**
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, date:**

HUD will prosecute false claims & statements. Conviction may result in criminal and/or civil penalties (18 U.S.C. Sections 1001, 1010, 1012; 31 U.S.C. Sections 3729, 3802).

**HUD Field Office Review:**
- [ ] Claim approved.  
- [ ] Claim adjusted.  
- [ ] Claim denied.  

**Reason:**

**署名日期:**

<table>
<thead>
<tr>
<th>A</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Enter operating loss from HUD-92410:</td>
</tr>
<tr>
<td>C</td>
<td>Enter lesser of A or B. Also enter in column 7 of HUD 82670-A Part 2.</td>
</tr>
</tbody>
</table>

*Form HUD-12671-D (6/91)*

3/92