

Section 8 Special Claims for Unpaid Rent / Damages

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



OMB Approval No. 2502-0182 (11/30/93)

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. 20410-3600 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 6	Project name:	FHA project no:	Section 8 contract no:
	Tenant name:		Unit No:
	Previous tenant's move-out date:	Tenant's move-in date:	

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 rent 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 4-8b(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 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. Reason:
- Claim denied. Reason:

HUD official's name, signature, date:

Section 8 Special Claims for Regular Vacancies

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



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Instructions: Follow guidelines in HUD Handbook 4350.3, Chapter 6	Project name: _____	FHA project no: _____	Section 8 contract no: _____
	Tenant name: _____	Unit No: _____	

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. Tenant's move-out date: _____	2. No. days taken to clean / repair unit: _____	3. Date unit ready for occupancy: _____	4. Date unit ready for occup. + 60 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. Enter daily contract rent: (Divide contract rent in effect on move-out date by 30.) _____					
	8. Multiply lines 6 and 7 & enter (Contract rent for days vacant): _____					
	9. Multiply line 8 by 0.80 & enter (This is the most HUD will pay): _____					
	10. Enter amounts paid by other sources: (Security deposit, Title I, etc.) _____ (—)					
	11. Subtract line 10 from line 8 & enter: _____					
	12. Compare line 9 with line 11 & enter the lesser amount: Enter in column 6 on HUD 52670-A Part 2. _____					

Part B: (applies to) 886: Property Disposition Subpart C	13. Tenant's move-out date: _____	14. No. days taken to clean / repair unit: _____	15. Date unit ready for occupancy: _____	16. Last day of mo. (or day before move-in if in same month): _____	17. Number of days vacant in first month: (Line 16 minus line 15, plus one day. Not to exceed 30.) _____
	18. Enter daily assistance payment: (Divide assistance payment in effect on move-out date by 30.) _____				
	19. Multiply lines 17 by line 18 & enter: This is the most HUD will pay for the first 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. Day of second month the unit was rented: _____				
	21. Subtract one (1) day from line 20 & enter: (Or enter 30 if the unit was not re-rented.) _____				
	22. Enter daily contract rent: (Divide contract rent in effect on move-out by 30.) _____				
	23. Multiply line 21 by line 22 & enter: _____				
	24. Multiply line 23 by 0.80 & enter: This is the most HUD will pay for the second month. _____				
	25. Add lines 19 & 24 & enter: _____				
	26. Enter amounts paid by other sources: (Security deposit, Title I, etc.) _____ (—)				
	27. Subtract line 26 from line 25 & enter: Enter in column 6 on 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) 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 4, Section 5 of Handbook 4350.3) & the vacancy was caused by an eviction. (e) 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:

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).

**Section 8 Special Claims
for Debt Service**

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



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Instructions: Follow guidelines in HUD Handbook 4350.3, Chapter 6	Project name:	FHA project no:	Section 8 contract no:
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Unit number:	Unit size: (No. of Bedrooms)	Period vacant:		No. of days vacant: (1)	Daily debt ser. 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						

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:

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.	

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:
HUD official's name, signature, date: