Special Claims for Unpaid Rent / Damages

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

OMB Approval No. 2502-0182
(Exp. 06/30/2016)

Instructions **Follow guidelines in HUD Handbook 4350.3, Rev. 1 Chapter 9**	Project Name	FHA Project No.	Section 8/PAC/PRAC 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 rent at move-out for Section 8 or PAC units, or the monthly operating rent for Section 202/811 PRAC.	
	8.	Subtract line 6 from line 7 (equals maximum HUD liability). **If this amount is 0 or negative, stop!** 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. **If this amount is 0 or negative, stop!** 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.	

I certify: (a) I billed tenants for unpaid rent or damages and took all reasonable steps to collect the debt. (b) I determined the damage claim was due to the tenant's negligence or abuse. (c) All documentation will be retained in the project's file for 3 years.

Owner's printed name, signature, and date

HUD will prosecute false claims and 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/Contract Administration Review

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

Official's name, signature, and date

Claim ID: _____