

Special Claims Checklist

Kentucky Housing Corporation requires only **one** copy of the claim to be submitted.

****All claims must be submitted within 180 days the unit became available for occupancy. Payment of approved/adjusted claims must be submitted on a voucher within 90 calendar days of the completion date****

All Claims

1. Completed form HUD 52670-A Part 2 listing all claims submitted.

Regular Vacancy Claims

1. Completed form HUD 52671-C (Regular Vacancy).
2. Completed security deposit disposition form.
3. Documentation verifying the unit ready for occupancy date.
4. Copy of the waiting list covering vacancy period (when requesting payment of 30 days or more).
5. Proof of advertising covering times prior to and during vacancy (when requesting payment for 30 days or more and when the vacancy was not filled from the waiting list).
6. If the move-in is a tenant transferring from another unit, submit the following information relating to the transfer:
- In place transfer list
 - Document the reason for the transfer.
7. If the move-in is a market renter provide move-in 50059.

Unpaid Rent Claim

1. Completed form HUD 52771-A (Unpaid Rent/Tenant Damage).
2. Copy of tenants tenant ledger report, rent card or rent roll.
3. Completed security deposit disposition form.
4. Evidence the owner took reasonable steps to collect the debt from tenant.
i.e. demand letter and collection agency attempt notice.

Note: Any charges for damages during tenancy that was previously billed and that were still unpaid at move out should be included in unpaid rent amount.

Damage Claims

1. Completed form HUD 52771-A (Unpaid Rent/Tenant Damage).
2. Completed Security Deposit Disposition Form.
3. Evidence the owner took reasonable steps to collect the debt from tenant.
i.e. demand letters and collection agency attempt notice.
4. Signed/dated Move-In and Move-Out inspection forms.
5. Itemized list of all charges to the tenant along with completed work orders and invoices of purchases or services.
6. Pictures to verify extraordinary repairs/replacements and excessive cleaning (if applicable).