

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. Completed security deposit disposition form.
- 3. Copy of tenants tenant ledger report, rent card or rent roll.
- 4. Completed security deposit disposition form.
- 5. 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).

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