

**Minnesota Housing**  
**Checklist for Section 8 Unpaid Rent and Tenant Damages Special Claims**

*All claims must be received within 180 calendar days after the unit becomes available for occupancy.  
**Claims over 180 days will be denied.***

Property Name:	Contract Number:
Tenant Name:	Unit Number:

Name of Person Submitting Claim:	
Email:	Phone:

**Each claim package must include this checklist and the following required items, in the order listed.  
Please do not include other documents not listed below, such as work order, pictures, etc.**

**If the claim is for both Unpaid Rent and Tenant Damages, all must be calculated on the same 52670-A**

O/A	Minnesota Housing	Item	Description
<b>For all claims (except Vacancy)</b>			
<input type="checkbox"/>	<input type="checkbox"/>	HUD-52670-A Part 2 (Special Claims Schedule)	One completed, <u>signed</u> and <u>dated</u> form listing <u>all units</u> in the package. <i>(If submitting by mail, include one original and one copy)</i>
<input type="checkbox"/>	<input type="checkbox"/>	HUD-52671-A (Special Claims for Unpaid Rent/Tenant Damages)	One completed, <u>signed</u> and <u>dated</u> form for each unit. <i>(If submitting by mail, include one original and one copy)</i>
<b>For Unpaid Rent and Other Charges</b>			
<input type="checkbox"/>	<input type="checkbox"/>	Copy of the original signed move-in 50059	Include both pages to show the TTP and amount of deposit for the former tenant. <i>(If the MI 50059 is not available contact your Data Analyst for instruction)</i>
<input type="checkbox"/>	<input type="checkbox"/>	Documentation that the correct security deposit was collected	Select one: <input type="checkbox"/> A copy of the original move in lease <i>(first, deposit, and signature pages only)</i> <input type="checkbox"/> A copy of the tenant's ledger <input type="checkbox"/> A copy of the receipt(s) for deposit collected
<input type="checkbox"/>	<input type="checkbox"/>	Copy of the certified letter sent to the tenant	Letter <u>must</u> detail the unpaid rent or other charges, the disposition of the security deposit, and advise the tenant that the account will be turned over to a collection agency.
<input type="checkbox"/>	<input type="checkbox"/>	Documentation that the matter was turned over to a collection agency and that they have attempted to collect	Copy of the agency's first demand letter.
<input type="checkbox"/>	<input type="checkbox"/>	Documentation for other charges that were due under the lease	See Special Claims Guide book for examples of other allowable charges, which may include failure to return keys and late fees, if applicable.
<b>For Tenant Damages: in addition to the documentation for Unpaid Rent and Other Charges</b>			
<input type="checkbox"/>	<input type="checkbox"/>	Copies of the move in and move out inspection forms	The forms must be signed and dated.
<input type="checkbox"/>	<input type="checkbox"/>	Security Deposit Disposition	<u>Must</u> include: move out date, amount of deposit collected, amount of deposit returned, any charges withheld from the deposit for unpaid rent, damages or other allowable charges.
<input type="checkbox"/>	<input type="checkbox"/>	Itemized list of damages, including breakdown of costs to repair damages	May include invoices, receipts and copies of work orders or maintenance records supporting dates work was completed. Clearly indicate each damage that is included in the claim.
<input type="checkbox"/>	<input type="checkbox"/>	Owner certification of normal wear and tear	Owner/Agent <u>must</u> certify the submitted claim is beyond normal wear and tear.