

Minnesota Housing
Checklist for Section 8 REGULAR VACANCY 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.**

O/A	Minnesota Housing	Item	Description
<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-C (Special Claims for Regular Vacancy)	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>
<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"/>	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"/>	Unit ready documentation (i.e. reconditioning log)	<u>Must</u> include: move out date, start and finish dates of each turnover task, and the date unit is ready. (The unit ready date is the date <u>after</u> all turnover tasks have been completed.)
<input type="checkbox"/>	<input type="checkbox"/>	Copy of the waiting list from which the new tenant was selected	Wait list must tell the story of the vacancy and describe contact with new tenant and all applicants contacted for the unit. Do <u>not</u> include the entire wait list, only relevant pages. Wait list must contain the following: 1) Name of the new tenant 2) Date and time of application 3) Dates of contact and outcomes for all those contacted 4) Move in date
<input type="checkbox"/>	<input type="checkbox"/>	Advertising/marketing materials	If there is no wait list or the wait list has been exhausted, provide copy of marketing efforts. Marketing materials must be dated and have occurred during the vacancy period, for the correct unit size and in accordance with the AFHMP.
<input type="checkbox"/>	<input type="checkbox"/>	Transfers	If the former tenant transferred out or the new tenant transferred in, check the applicable reason: <input type="checkbox"/> Reasonable accommodation <input type="checkbox"/> Change in household members

Did the resident give a proper notice?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Death:
If re-rented, is the MI/UT viewable in TRACS?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If assistance was terminated, was eligibility verified?	<input type="checkbox"/> Yes <input type="checkbox"/> No	