

# Appendix 3A

## Special Claims for Regular Vacancies

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

OMB Approval No. 2502-0182 (04/30/2009)

<b>Instructions</b> 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.	
<b>Part A</b> (applies to the following) 880: Section 8 New Construction 881: Substantial Rehabilitation 884: Rural Housing Services 886: LMSA Subpart A 891: Elderly Housing	1. Tenant's move-out date	2. No. days taken to clean / repair unit	3. Date unit ready for occupancy	4. Date unit ready for occup. + 59 days	5. Date unit was re-rented	6. No. of days vacant (Not to exceed 60. Include day in line 3 but not day in line 5.)	
	7. Contract rent/operating rent at move-out						
	8. Enter daily contract rent/operating rent (Divide contract rent/ operating rent in effect on move-out date by actual no. days in move-out month)						
	9. Multiply lines 6 and 8 (Contract rent /operating rent for days vacant)			0.00			
	10. Multiply line 9 by 0.80 for Section 8/PAC units or 0.50 for Section 202/811 PRAC units (This is the most HUD will pay)						
	11. Enter amounts paid by other sources (Security deposit, Title I, etc.)			(—)			
	12. Subtract line 11 from line 9				0.00		
	13. Compare line 10 with line 12 & enter the lesser amount Enter in column 6 on HUD 52670-A Part 2.						
	14. Tenant's move-out date	15. No. days taken to clean / repair unit	16. Date unit ready for occupancy	17. Last day of mo. (or day before move-in if in same month)	18. Number of days vacant in first month (Line 17 minus line 16, plus one day. Not to exceed 30.)		
	19. Enter daily assistance payment (Divide assistance payment in effect on move-out date by actual no. days in move-out month.)						
	20. Multiply lines 18 by line 19 <b>This is the most HUD will pay for the first month.</b> If vacancy continues for a second month, continue with line 21. However, if a new tenant moved in the same month as the previous tenant moved out, skip to line 26.				0.00		
	21. Day of second month the unit was rented						
	22. Subtract one (1) day from line 21 (Or enter actual no. days vacant if the unit was not re-rented.)						
23. Enter daily contract rent/operating rent (Divide contract rent/ operating rent in effect on move-out by actual no. days in move-out month.)							
24. Multiply line 22 by line 23			0.00				
25. Multiply line 24 by 0.80 <b>This is the most HUD will pay for the second month.</b>				0.00			
26. Add lines 20 & 25				0.00			
27. Enter amounts paid by other sources (Security deposit, Title I, etc.)				(—)			
28. Subtract line 27 from 26 Enter in column 6 on HUD 52670-A Part 2.					0.00		
<p>I certify: (a) Units are in decent, safe, and sanitary condition, and are available for occupancy during the vacancy period in which the payments are claimed. (b) The Owner / Agent did not cause the vacancy by violating the lease, the contract, or any applicable law. (c) I notified HUD or the contract administrator immediately upon learning of the vacancy, or prospective vacancy, and the reasons for it. (d) I complied with all HUD requirements on termination of tenancy (Chapter 8, Section 3 of Handbook 4350.3 Rev.1) if the vacancy was caused by an eviction. (e) All documentation will be retained in the project's file for 3 years.</p> <p>Owner's printed name, signature, &amp; date</p>				<p>HUD/Contract Administrator Review</p> <input type="checkbox"/> Claim approved. <input type="checkbox"/> Claim adjusted. Reason: <input type="checkbox"/> Claim denied. Reason: Official's name, signature, & date  Claim ID: _____			
<p>HUD will prosecute false claims &amp; 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).</p> <p>Previous versions obsolete  Submit an Original and two copies </p>							

form HUD-52671-C (09/2002)  
ref. Handbook 4350.3 Rev. 1

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This form must be completed so HUD can pay owners an amount to offset 60 day vacancies.

Regulations require that owners complete this form using statutory formulas for calculating such vacancy losses.

The statutes requiring the submission are S8, United States Housing Act (42 U.S.C. 1437 f), Section 202 of the Housing Act of 1959 as amended by Section 801 of the National Affordable Housing Act (12 U.S.C. 1701(g), and Section 811 of the National Affordable Housing Act (42 U.S.C. 8013). The regulations stipulating these rules are: 24 CFR 880, 881, 883, 884, 886, and 891. The administrative requirements for these forms are provided in HUD Handbook 4350.3, Rev. 1, Chapter 9.

HUD does not promise confidentiality but will not disclose data on a specific project or tenant. No questions of a sensitive nature are asked in this form.

The Department of Housing & Urban Development is authorized to collect this information by the U.S. Housing Act of 1937, as amended. The owner/agent must provide all this information. The information provided will be used by HUD to review accuracy of funds requested by owner/agent for vacancy losses up to 60 days in length. HUD may disclose this information to Federal, state, and local agencies when relevant to civil, criminal, or regulatory investigations and prosecutions. Otherwise, it will not be disclosed or released outside of HUD, except as permitted or required by law. Providing all information is mandatory, and failure to provide information will affect participation in HUD programs.

Public reporting burden for this collection of information is estimated to average 0.33 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection information unless that collection displays a valid OMB control number.

## Appendix 3B

## SAMPLE CHECKLIST

### Special Claim for Regular Vacancies

Project Name: \_\_\_\_\_

Contract Number: \_\_\_\_\_

Unit Number \_\_\_\_\_

Attach the following items to the claim submission:

1. \_\_\_\_\_ Completed form HUD-52670-A Part 2.
2. \_\_\_\_\_ Completed form HUD-52671-C.
3. \_\_\_\_\_ A copy of the signed form HUD-50059 completed at move-in for the former tenant which shows the amount of the security deposit required.
4. \_\_\_\_\_ Documentation that the appropriate security deposit was collected from the tenant: for example, a copy of the original lease, a copy of the tenant's ledger card, or a copy of the receipt(s) for security deposit.
5. \_\_\_\_\_ A copy of the security deposit disposition notice provided to the tenant which indicates the move-out date, amount of security deposit collected, amount of security deposit returned and any charges withheld from the deposit for unpaid rent, tenant damages or other charges due under the lease.
6. \_\_\_\_\_ Documentation that verifies the date the unit was ready for occupancy.
7. \_\_\_\_\_ Copy of the waiting list from which the tenant was selected (i.e. unit transfer waiting list, one-bedroom waiting list, etc.)
8. \_\_\_\_\_ If the unit was not filled from the waiting list(s), documentation of marketing efforts must be included such as copies of advertising or invoices for advertising expenses that substantiate the date marketing occurred in accordance with the AFHMP.

## Appendix 3-C

### Sample Vacancy Reconditioning Log

1. Project Name: \_\_\_\_\_
2. Contract Number: \_\_\_\_\_
3. Unit Number: \_\_\_\_\_
4. Date of Death: \_\_\_\_\_  
Unit Transfer: \_\_\_\_\_
5. Date of Unit Transfer: \_\_\_\_\_
6. Date of Move-Out: \_\_\_\_\_ 7. Anticipated Move-In Date: \_\_\_\_\_
8. Maintenance: Start Date: \_\_\_\_\_ 9. Finish Date: \_\_\_\_\_  
Comments: \_\_\_\_\_  
\_\_\_\_\_
10. Painted: Start Date: \_\_\_\_\_ 11. Finish Date: \_\_\_\_\_  
Comments: \_\_\_\_\_  
\_\_\_\_\_
12. Carpet Cleaned: Start Date: \_\_\_\_\_ 13. Finish Date: \_\_\_\_\_  
Comments: \_\_\_\_\_  
\_\_\_\_\_
14. Unit Cleaned: Start Date: \_\_\_\_\_ 15. Finish Date: \_\_\_\_\_  
Comments: \_\_\_\_\_  
\_\_\_\_\_
16. Date Approved for Occupancy: \_\_\_\_\_  
  
Approved By: \_\_\_\_\_ Date: \_\_\_\_\_