Special Claims
Unpaid Rent / Damages

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

OMB Approval No. 2502-0182
(exp. mm/dd/yyyy)

Instructions **Follow guidelines in the Special Claims Guide and TRACS MAT Guide**	Project Name	Project No.	Contract No.
	Vacated Tenant Name	Unit No.	Tenant Vacant Date

Total amount collected from tenant	1.	Enter the security deposit amount required.	
	2.	Enter the security deposit amount collected.	
	3.	Enter the greater of lines 1 and 2.	
	4.	Enter the interest earned on the security deposit.	
	5.	Enter the money collected for unpaid rents and damages (from tenant, insurance, etc.).	
	6.	Total amount collected. Add lines 3 through 5.	
HUD's maximum liability	7.	Enter the monthly contract[1] rent at move-out.	
	8.	Subtract line 6 from line 7 (equals maximum liability). **If this amount is 0 or negative, stop!** This exceeds HUD's maximum and no claim is allowed.	
Unpaid rent claim	9.	Enter the rent and any other allowable charges due under the lease that were charged but unpaid at move-out.	
	10.	Subtract line 6 from line 9 (not less than 0).	
	11.	Enter the lesser of lines 8 and 10. Round to the whole dollar. Also, enter in column 3 on HUD 52670-A Part 2.	
HUD's remaining liability applicable to damages	12.	Subtract line 11 from line 8. **If this amount is 0 or negative, stop!** This exceeds HUD's maximum and no claim for damages is allowed.	
	13.	Enter cost to repair damage.	
	14.	Enter the remaining amount of the security deposit (line 6 minus line 9). This cannot be less than 0.	
	15.	Amount of damage exceeding the remaining security deposit (line 13 minus line 14). This cannot be less than 0.	
	16.	Enter the lesser of lines 12 and 15. Round to the whole dollar. Also, enter in column 4 on HUD 52670-A Part 2.	

I/WE, the undersigned, certify under penalty of perjury that: (a) the information provided above is true and correct: (b) the above amounts have been computed in accordance with all instructions and requirements prescribed by HUD and the applicable Section 8/PAC/PRAC/SPRAC Contract; (c) all prerequisites to and conditions for the assistance claimed have been met; and (d) all required documentation will be retained in the project's files for six (6) years.

Owner's printed name, signature and date

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HUD Contract Administrator Review
Claim approved
Claim adjusted. Reason:

Claim denied. Reason:

Official's name, signature and date

Warning: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. §§ 3729, 3802).

1 For PRAC projects, if the tenant pays utilities separately, the contract rent is the operating rent (operating cost) minus the HUD-approved utility allowances. If all utilities are included in the rent, the contract rent is the operating rent.

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The public reporting burden for this collection of information is estimated to average 1.33 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. Comments regarding the accuracy of this burden estimate and any suggestions for reducing this burden can be sent to U.S. Department of Housing and Urban Development, Office of the Chief Data Officer, Department of Housing and Urban Development, 451 Seventh Street SW, Washington, DC 20410. Do not send completed forms to this address. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid

OMB control number. HUD collects this information to improve financial controls over HUD's Multifamily Housing programs. HUD uses this information to review the accuracy of funds requested by owners/agents for special claims payments related to unpaid rent and/or tenant damages. This information is mandatory pursuant to the U.S. Housing Act of 1937, as amended. This information collected will not be held confidential. No assurances of confidentiality are provided for this information collection, but HUD will not disclose data on a specific project or tenant, except as required by law.

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