Special Claims for Regular Vacancies

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 Number		Contract Number	
			Vacated Tenant Name		Unit No.	
Part A (applies to the following) 880: Section 8 New Construction 881: Substantial Rehabilitation 883: Section 8 State Housing Agencies 884: 515 Rural Housing Services 886: LMSA Subpart A 891: Elderly Housing And Persons With Disabilities Rental Assistance Contract (RAC) and Senior Preservation Rental Assistance Contract (SPRAC) adhere to the Section 8 vacancy payments of 80 percent.	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 occupancy + 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 rents at move-out					
	8. Enter daily contract rent (Divide contract rent in effect on move-out date by actual no. days in move-out month).					
	9. Multiply lines 6 and 8 (Contract rent for days vacant)					
	10. Multiply line 9 by 0.80 for Section 8/PAC/RAC/SPRAC units, 0.50 for PRAC units, and State Agency set amount for 811 PRA 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 fine 9					
	13. Compare line 10 with line 12 and enter the lesser amount. Enter in column 6 on HUD 52670-A Part 2.					
Part B (applies to) 886: Property Disposition, Subpart C	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 line 18 by line 19 **This is the most HUD will pay for the first month.** 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.**					
	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 (Divide contract rent in effect on move-out by actual no. days in move-out month.)					
	24. Multiply line 22 by line 23					
	25. Multiply line 24 by 0.80 **This is the most HUD will pay for the second month.**					
	26. Add lines 20 and 25					
	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.					

IIWE, the undersigned, certify under penalty of perjury that: (a) the information provided above is true and correct: (b) units are in decent, safe, and sanitary condition, and are available for occupancy during the vacancy period in which the payments are claimed. (c) I complied with the HAP/PRAC Agreement & implemented diligent marketing not fewer than 90 (60 days for Substantial Rehabilitation) days prior to the anticipated date of initial occupancy. (d) I complied with the requirement of the HUD-approved Affirmative Fair Housing Marketing Plan (AFHMP) and all fair housing and equal opportunity requirements. (e) I took all feasible action to fill the vacancy. (f) I did not reject eligible applicants. (g) I submitted a list of units leased and unleased as of the effective date of the contract. (h) All required documents will be retained in the project's file for six (6) years.

Owner's printed 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).

HUD Contract Administrator Review
- ❑ Claim approved
- ❑ Claim adjusted. Reason:
- ❑ Claim denied. Reason:

Official's name, signature and date

Claim ID: _____

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.

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.

Previous versions obsolete form **HUD-52671-C** (06/2024)

[Pending OMB Approval v 06/11 /2024] ref HB 4350.3 REV-1, TRACS MAT Guide

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