



Special Claims Submission Checklists

All claims must be submitted to specialclaims@rihousing.com

Select one of the following submission types:

- Initial Claim: Must be received CA within 180 days from the date the unit became available for occupancy.
- Resubmitted Claim: Must be received by CA within 30 calendar days from the date of notification of missing or erroneous documentation.
- Appeal: Must be received by CA with 30 calendar days from the date of notification letter.
 - Appeals must include your original denied or adjusted submission, the correction required, and new HUD forms so they can be marked as approved.

Project Name:	
Contract Number:	
Unit Number:	
Contact Name:	
Contact Email:	

Unpaid Rent Claims

- Completed form HUD-52671-A
- Completed form HUD-52671-C
- 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.
- 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. The 50059 is not acceptable.
- 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. The letter must advise the tenant that failure to pay the sums due will result in the owner/agent hiring a collection agency to collect the debt. This must be the letter sent to the tenant, not an internal final accounting form.
- Documentation that the matter was turned over to a collection agency and that collection agency attempted to collect the debt.
- If applicable, documentation for other charges that were due under the lease that demonstrates the charges were approved by HUD.

Tenant Damages Claims

- Completed form HUD-52671-A
- Completed form HUD-52671-C
- 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.
- 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. The 50059 is not acceptable.
- 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. The letter must advise the tenant that failure to pay the sums due will result in the owner/agent hiring a collection agency to collect the debt. This must be the letter sent to the tenant, not an internal final accounting form.
- Copies of the signed and dated move-in and move-out inspection reports.
- Itemized list of damages.
- Breakdown of costs to repair the damages, which may include invoices, receipts, copies of work orders or maintenance records supporting dates work was completed.
- A copy of the security deposit disposition notice provided to the tenant.
- Certification that the submitted claim is not the result of normal wear and tear or routine maintenance.

If claim is for both unpaid rent and tenant damages are for the same unit and tenant, the claim for tenant damages must be calculated on the same form HUD-52671A and filed as one claim.