



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:	

Regular Vacancies

- Completed form HUD-52670-A Part 2
- Completed form HUD-52671-C
- Move-out has been submitted to TRACS as of _____
- Move-in has been submitted to TRACS as of _____
- 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.
- Signed and dated documentation that verifies the date the unit was ready for occupancy. The unit is ready the day after all work was completed.
- Copy of the waiting list from which the tenant was selected (i.e. unit transfer waiting list, one-bedroom waiting list, etc.). Waitlist must contain notes on why the tenant was selected if it's not the most recent tenant.
- 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.
- If a unit transfer – documentation showing the transfer including that the security deposit was transferred to the new unit.