



# CGI Tennessee

## Checklist for Section 8 Special Claims for UNPAID RENT & DAMAGES

All claims **MUST** be submitted within 180 calendar days after the unit becomes available for occupancy. Claims over 180 calendar days after the ready for occupancy date will be **DENIED**

**See HUD Special Claims Processing Guide Chapter 3, Section 3-4, A**

Unit Number:	
Resident Name:	
Property Name:	
Contract Number:	

Management Co.:	
Contact Name:	
Address:	
City, State, Zip:	
Phone Number:	
Fax Number:	
Email Address:	

Include the following required items to the checklist and email package to [tnpbca@housing.systems](mailto:tnpbca@housing.systems). All documentation **MUST** identify the unit number and date.

FOR O/A	FOR CGI	ITEM DESCRIPTION
		Copy of this checklist <i>NOTE: TRACS reports can be found on HUD Secure Systems/TRACS/TRACS Queries</i>
		Copy of the TRACS Move Out Report      Copy of the TRACS Move In Report      Copy of the TRACS UTO, UTI, IC, or TM Report
		Completed form HUD-52670-A Part 2 ( <b>MUST</b> be signed and dated)
		Completed form HUD-52671-A ( <b>MUST</b> be signed and dated)
		Copy of the original signed and dated Move In form HUD-50059 ( <b>all pages</b> ) for this resident which shows the amount of the required security deposit.
		Documentation that the required security deposit was collected from the resident ( <i>i.e. copy of the Resident Ledger (non-hap), or a copy of the receipt(s) for the security deposit, or a copy of the original lease</i> )
		Copy of the Security Deposit Disposition Notice provided to the resident at move out, 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, resident damages or other allowable charges under the lease.
		Copy of the certified letter sent to the resident detailing the unpaid rent, damages, and other charges, demanding payment and advising the resident that failure to pay the sums will result in the owner/agent hiring a collection agency to collect the debt.
		Copy of the collection agency report showing the matter was turned over.
		Documentation that verifies the date the unit was ready for occupancy. ( <i>i.e. Make Ready Form, Maintenance Record, Reconditioning Log, etc.</i> )

**For Resident Damages: In addition to the above documentation, please include the following documentation**

	Copy of the signed and dated Move In and Move Out Inspection Reports
	Breakdown of costs to repair the damages. ( <i>Example: Invoices, Receipts, Copies of Work Orders, and/or Maintenance Records supporting dates work was completed and/or HUD Approved Charge List, etc.</i> )

To be completed by CGI Staff					
Date of COS Review:	Special Claim ID Number:	Program Type:	Security Deposit Requirements		
Date this unit is Complete:	Reviewed by:	AHAP Date:		TTP	
				Up to TTP	
				Greater of TTP or \$50.00	
Required Security Deposit Amount:		Collected Security Deposit Amount:		Line 11	<b>Revised 12/20/2024</b>