

Arizona Public Housing Authority

Clarification of Allowable Section 8 Tenant Damage Claims

The Arizona Public Housing Authority encourages Section 8 project owners/agents to submit special claims for reimbursement of damages. Per the Special Claims Guidebook, Appendix 5C, "Normal costs of turning over an apartment after a tenant vacates may not be included on a claim to HUD for tenant damages. The costs an owner incurs for the basic cleaning and repairing of such items necessary to make a unit ready for occupancy by the next tenant are part of the costs of doing business."

Included here are items to be considered normal wear and tear and items that you may include on a damage claim for reimbursement. Please note this list is not all inclusive.

Normal Wear and Tear

General:

- Carpet cleaning after one year of tenant occupancy
- Cleaning blinds/window treatments after one year of tenant occupancy
- Washing walls and windows
- Touch-up painting
- Window screen repair
- Light bulb replacement
- Replacement of knobs and hinges on doors and cabinets
- Replacement of electrical light switches and plates
- Smoke detector battery replacement
- One time fumigation of unit

Kitchen:

- Drip pan replacement
- Replacement of stove rings
- Replacement of broiler pans
- Replacement of ice cube trays
- Replacement of small parts of appliances and fixtures that break during normal usage/wear and do not damage integrity of the appliance
- Appliance cleaning(unless excessively dirty)
- Cleaning inside and outside of cabinets

Bathroom:

- Towel bar replacement
- Toilet seat and/or handle replacement
- Replacement of sink and bathtub handles and stoppers
- Caulking around tub or toilet

Normal wear and tear damage items may not be submitted to APHA as part of a damage claim. Project operating funds should cover expenses resulting from normal wear and tear.

Actual Tenant Damage

Intentional damage or excessive neglect should be noted during routine and annual inspections. Owners/agents are expected to provide decent, safe and sanitary housing and should not allow units to deteriorate because tenants are abusive or poor housekeepers. Tenants who cause excessive damage to their unit should have the items repaired and should receive a bill for the damage. If they do not pay the charges, lease enforcement should be used to require payment. Some examples of tenant damage/neglect that should be repaired prior to vacancy include, but are not limited to:

- Burns/tears/excessive wear/permanent stains to carpets
- Damage to large appliances
- Broken windows
- Yellowing of walls from nicotine (if occupancy is less than 12 months)
- Broken or damaged cabinets
- Damage to floor vinyl
- Window screen replacement
- Excessive cleaning
- Door replacement
- Damaged door jambs and trim
- Gaping holes in walls or plaster
- Wall prep prior to painting to patch holes or remove nicotine
- Replacement of tenant-damaged smoke detectors
- Missing or bent shower rods
- Clogged or damaged toilet from improper use
- Fumigation of unit more than once

These items may be submitted for reimbursement as a damage claim after the tenant has moved out and attempts to collect from the tenant have been unsuccessful. Please include photographs to document the damage.

Special Notes

- Late fees are not considered damages and should not be submitted as part of a damage claim. Submit these with an unpaid rent claim.
- Items submitted for damage reimbursement may not be claimed under replacement reserve or insurance and items claimed under replacement reserve may not be submitted for damage reimbursement or insurance.
- Excessive cleaning must be documented by detailed explanation on the move-out inspection and photos must be provided with the damage claim.
- Replacement of large items, ex. refrigerators, stoves, carpets, must be prorated. See the sample life expectancy chart (appendix 5D) in the Special Claims Guide.
- Legal fees are not an allowable charge on any type of claim.
- When submitting any type of claim, please list all claims on one (1) Special Claims schedule form (HUD 52670-A).

Appendix 5D

SAMPLE LIFE EXPECTANCY CHART *

Many major items have a predictable life span. A list of items and their life expectancy are listed below:

Hot Water Heaters	10 years	All units
Plush Carpeting	5 years	Family
	7 years	Elderly
Air Conditioning Units	10 years	All units
Ranges	20 years	All units
Refrigerators	10 years	All units
Interior Painting - Enamel	5 years	Family
	7 years	Elderly
Interior Painting – Flat	3 years	Family
	5 years	Elderly
Tiles/Linoleum	5 years	Family
	7 years	Elderly
Window shades, screens, blinds	3 years	Family, Elderly

* If these items were in good condition at the time of move in, and it can be shown that damage, above the normal wear and tear has been sustained, then a damage claim can be submitted.



SPECIAL CLAIMS CHECKLIST
Tenant Damages, Unpaid Rent, and Other Charges
(For Vacancy Claims use Vacancy Claims Checklist, APHA Form SC-6)

Property Name:

Unit No:

Date Unit Ready for Occupancy:

Submit the documentation listed below with each Special Claim. If you are claiming Unpaid Rent and Other Charges along with Damages, all must be calculated on the same form. Claim must be received within 180 days from the date the unit was ready for occupancy.

Tenant Damages

Items with an asterisk (*) will have been provided with the Vacancy Claim if one was submitted.

- ☐ 1. Completed *Form HUD 52670-A, Part 2, and Form HUD 52671-A.
- ☐ 2. *Copy of original lease as documentation that the appropriate security deposit was collected.
- ☐ 3. Copies of move-in and *move-out inspection reports.
- ☐ 4. *Security deposit disposition information. You may use APHA Form SC-5 or your own as long as the following information is provided:
 - Move-out date
 - Amount of security deposit collected
 - Itemized charges for unpaid rent, damages or other charges
- ☐ 5. Breakdown of costs to repair damages – may include invoices, receipts, owner/agent copies of work orders or maintenance records indicating unit number and dates work completed.
- ☐ 6. Copy of certified letter to tenant demanding payment and detailing damages and related charges, disposition of security deposit, and advising tenant that account will be turned over to a collection agency upon failure to pay.
- ☐ 7. Documentation that the matter was turned over to a collection agency and the collection agency has attempted to collect the debt (copy of collection agency's first demand letter).
- ☐ 8. Photos documenting unit condition (If tenant is being charged for damages above normal wear & tear).
- ☐ 9. Copy of this completed Checklist

Unpaid Rent and Other Charges

Items with an asterisk (*) will have been provided with the Vacancy Claim if one was submitted.

- ☐ 1. Completed Form *HUD 52670-A, Part 2, and Form HUD 52671-A.
- ☐ 2. *Copy of original lease as documentation that the appropriate security deposit was collected.
- ☐ 3. *Security deposit disposition information. You may use APHA Form SC-5 or your own as long as the following information is provided:
 - Move-out date
 - Amount of security deposit collected
 - Itemized charges for unpaid rent, damages or other charges
 - Supporting documentation for unpaid rent (rent ledger)
- ☐ 4. Copy of certified letter to tenant demanding payment and detailing damages and related charges, disposition of security deposit, and advising tenant that account will be turned over to a collection agency upon failure to pay.
- ☐ 5. Documentation that the matter was turned over to a collection agency and the collection agency has attempted to collect the debt (copy of collection agency's first demand letter).
- ☐ 6. Copy of this completed Checklist

SC-4 (2.12.2026)

Special Claims for Unpaid Rent / Damages

**U. S. Department of Housing
and Urban Development**
Office of Housing
Federal Housing Commissioner

OMB Approval No. 2502-0182
(Exp. 06/30/2016)

Instructions Follow guidelines in HUD Handbook 4350.3, Rev. 1 Chapter 9	Project Name	FHA Project No.	Section 8/PAC/PRAC 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. CAME IN & PAID	
	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 rent at move-out for Section 8 or PAC units, or the monthly operating rent for Section 202/811 PRAC.	
	8.	Subtract line 6 from line 7 (equals maximum HUD 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 certify: (a) I billed tenants for unpaid rent or damages and took all reasonable steps to collect the debt. (b) I determined the damage claim was due to the tenant's negligence or abuse. (c) All documentation will be retained in the project's file for 3 years.

Owner's printed name, signature, and date

Jane Jones

5/20/2026

HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties (18 U.S.C. Sections 1001, 1010, 1012; 31 U.S.C. Sections 3729, 3802.)

HUD/Contract Administration Review

☐ Claim approved

☐ Claim adjusted. Reason:

☐ Claim denied. Reason:

Official's name, signature, and date

Claim ID: _____

Lakewood Apartments
1234 E. Lakeview Dr.
Niketolive, AZ 85777
Ph. 555/ 555-5555

Date: January 16, 2026

To: John Smith
c/o Debbie Smith
1234 Washington Place
Somewhereville, AZ 09242

Dear Mr. Smith,

ITEMIZED LIST OF CHARGES

Damages

Door repair	\$25.00
Replace light fixture	\$36.00
<u>Sub Total</u>	\$61.00

Rent & Other Charges Under Lease

Prior charge on ledger	\$33.00
Dec.	\$243.00
Late fees.	\$40.00
Jan..	\$81.00
<u>Keys not returned</u>	\$5.00
<u>Sub Total</u>	\$402.00

Legal Fees

Court Costs	\$81.00
<u>Attorney Fees</u>	\$110.00
<u>Sub Total</u>	\$191.00

Total owed by tenant \$654.00

Total allowable to HUD

For Damages	\$61.00	<i>do not include Legal fees</i>
For Unpaid rent	\$402.00	<i>left by tenant</i>

January 16, 2026

Certified Mail/ Return Receipt

John Smith
c/o Debbie Smith
1234 Washington Place
Somewhereville, AZ 09242

RE: BALANCE DUE UPON MOVE OUT

Dear Mr. Smith:

On January 10, 2026 your move-out resulted in an amount due of \$ 517.42. A breakdown of the charges and deposits made can be found on the enclosed Security Deposit Disposition form and itemized list of charges. As of today's date this amount has not been received. Please remit the total amount due on or before February 16, 2026.

If the total amount is not paid on or before the due date, your account will be referred to a collection agency. This could have a negative impact on your ability to receive subsidized housing assistance in the future should the need arise.

Sincerely,

A handwritten signature in cursive script that reads "Jane Jones".

Jane Jones
Director of Housing Programs, Lakewood Housing Corporation

Debt Placement Transmittal Letter

Date: May 1, 2026

To: ABC Collection Service **Attn:** New Accounts Department **Address:** PO Box 000, Paymeback, GD 24931

RE: Placement of Delinquent Account for Collection

To Whom It May Concern,

Please accept this letter and the attached documentation as formal authorization to begin collection proceedings against the debtor(s) listed below. This debt arises from a residential lease agreement for the property located at **Lakewood Apartments, 1234 Washington Place, Somewhereville, AZ 09242**

Debtor Information

- **Name(s):** John Smith
- **Last Known Address:** 1234 Washington Place #05, Somewhereville, AZ 09242
- **Phone Number:** 123-456-7890
- **Email:** [Last known email]
- **SSN / Tax ID:** 000-00-0000

Account Details

- **Total Amount Owed:** \$466.42
- **Date Debt Became Due:** 01/16/2026
- **Reason for Debt:** Unpaid rent, late fees, and property damages exceeding the security deposit

Supporting Documentation Attached

To assist in your recovery efforts, I have enclosed copies of the following:

1. Executed Lease Agreement.
2. Move-out Inspection Report / Itemized Statement of Damages.
3. Final Ledger showing payments and outstanding balance.
4. Copy of the "Notice of Intent to Collect" sent to the tenant on 01/16/2026

Authorization: I authorize **ABC Collection Service** to act as my agent in collecting this debt. Please notify me immediately upon the recovery of any funds or if further documentation is required.

Sincerely,


Jane Jones

Director of Housing Programs, Lakewood Housing Corporation]

05/18/2026

ABC Collection Service
PO Box 000
Paymeback, GD 24931-000

John Smith
c/o Debbie Smith
1234 Washington Pl.
Somewhereville, AZ 09242

Account Number:
0000-150027

Reference Number:
05

Current Balance:
\$466.42

Regarding your account with: Lakewood Housing Corporation
Current Balance: \$466.42

The above matter has been assigned to this office for collection. In order to settle this matter, it is imperative you either call, make an appointment to appear at this office, or mail the entire balance. If you fail to do this, the debt will be reported to the credit reporting agencies of Arizona, which are affiliated nationwide, where it becomes a part of your credit record for a period of seven years.

In accordance with the Fair Debt Collection Practices Act, we are hereby giving you 30 days to dispute the validity of this debt or any portion of it. We must have your dispute in our office within 30 days of this notice. If you do not respond, we will assume that the debt is valid. If you do notify us in writing within 30 days, this office will obtain and send to you verification of this debt and amount due from the creditor or a copy of any judgment against you and mail it to you. If the current creditor is different than the original creditor, we will provide you with the name and address of the original creditor.

Payment Instructions

To prevent further collection activity, please remit payment in full to the address listed below or contact our office at **888-555-1234** to discuss payment arrangements.

Payment portal **<https://paymydebt.com>**

This communication is from a debt collector. This is an attempt to collect a debt and any information obtained will be used for that purpose.

This is a communication from a debt collector.

Tenant Name Smith, John Unit Number 5

Emergency Conact Debbie Smith Phone 714-555-6789

Security Deposit Required \$134 Received \$134

Date	Monthly Rate	period covered:		payment credited to:		late fees	Misc	Total amnt recv'd	Running Balance
		from	to	rent	security				
12/24/2022	\$134	12/24/2022	12/31/2022	\$35	\$134			\$169	\$0
1/1/2023	\$134	1/1/2023	1/31/2023	\$134				\$134	\$0
2/1/2023	\$134	2/1/2023	2/28/2023	\$134				\$134	\$0
3/1/2023	\$134	3/1/2023	3/31/2023	\$134				\$134	\$0
4/1/2023	\$134	4/1/2023	4/30/2023	\$134				\$134	\$0
5/1/2023	\$134	5/1/2023	5/31/2023	\$134				\$134	\$0
6/1/2023	\$134	6/1/2023	6/30/2023	\$134				\$134	\$0
7/1/2023	\$134	7/1/2023	7/31/2023	\$134				\$134	\$0
8/1/2023	\$134	8/1/2023	8/31/2023	\$134				\$134	\$0
9/1/2023	\$134	9/1/2023	9/30/2023	\$134				\$134	\$0
10/1/2023	\$134	10/1/2023	10/31/2023	\$134				\$134	\$0
11/1/2023	\$134	11/1/2023	11/30/2023	\$134				\$134	\$0
	12/1/2023 AR makes rent \$188								
12/3/2023	\$188	12/1/2023	12/31/2023	\$150				\$150	\$38
12/5/2023				\$38				\$38	\$0
1/4/2024	\$188	1/1/2024	1/31/2024	\$188				\$188	\$0
2/3/2024	\$188	2/1/2024	2/28/2024	\$188				\$188	\$0
3/6/2024						\$5.00			\$5
3/7/2024	\$188	3/1/2024	3/31/2024	\$188		\$1.00		\$188	\$6
3/10/2024						-\$6.00		\$6	\$0
4/5/2024	\$188	4/1/2024	4/30/2024	\$188				\$188	\$0
5/2/2024	\$188	5/1/2024	5/31/2024	\$188				\$188	\$0
6/2/2024	\$188	6/1/2024	6/30/2024	\$188				\$188	\$0
7/3/2024	\$188	7/1/2024	7/31/2024	\$188				\$188	\$0
8/2/2024	\$188	8/1/2024	8/31/2024	\$188				\$188	\$0
9/3/2024	\$188	9/1/2024	9/30/2024	\$188				\$188	\$0
10/3/2024	\$188	11/1/2008	11/30/2008	\$188				\$188	\$0
11/1/2024	\$188	11/1/2024	11/30/2024	\$188				\$188	\$0
	12/1/2024 AR makes rent \$243								

12/2/2024	\$243	12/1/2024	12/31/2024	\$243				\$243	\$0
1/2/2025	\$243	1/1/2025	1/31/2025	\$243				\$243	\$0
2/2/2025	\$243	2/1/2025	2/28/2025	\$243				\$243	\$0
3/3/2025	\$243	3/1/2025	2/31/2025	\$243				\$243	\$0
4/4/2025	\$243	4/1/2025	4/30/2025	\$243				\$243	\$0
5/1/2025	\$243	5/1/2025	5/31/2025	\$243				\$243	\$0
6/3/2025	\$243	6/1/2025	6/30/2025	\$243				\$243	\$0
7/3/2025	\$243	7/1/2025	7/31/2025	\$243				\$243	\$0
8/1/2025	\$243	8/1/2025	8/31/2025	\$243				\$243	\$0
8/14/2025	replaced locks					\$ 75.00			
9/1/2025	\$243	9/1/2025	9/30/2025	\$243				\$243	\$75
10/1/2025	\$243	10/1/2025	10/31/2025	\$243		\$ (42.00)		\$285	\$33
11/4/2024	\$243	11/1/2025	11/31/2025	\$243				\$243	\$33
	12/1/2024 AR rent remains \$243								
12/31/2025						\$30.00			\$306
	1/10/2026 Move Out								
1/11/2026	\$243	1/1/2026	1/10/2026	\$81		\$10.00			\$397
1/11/2026	Keys not returened					\$ 5.00			\$402
1/11/2026	door repair					\$ 25.00			\$427
1/11/2026	light fixture					\$ 36.00			\$463
1/11/2026	court costs					\$ 81.00			\$544
1/11/2026	attorney fees					\$ 110.00			\$654
1/11/2026	applied interest earned					\$ (2.58)		\$	651.42
1/11/2026	applied security deposit					\$(134.00)		\$	517.42
2/15/2026						\$ (51.00)	\$51	\$	466.42



Arizona Public Housing Authority

VACANCY CLAIMS CHECKLIST

Property Name:

Unit No:

Submit the documentation listed below with each Vacancy Claim. Vacancy Claims must be received within 180 days from the date the unit was ready for occupancy.

1. Completed Form HUD 52670A, Part 2 (only submit one Combined for all claims)
2. Completed Form HUD 52671C
3. Move-out information transmitted to APHA on (date):
4. Move-in information for new tenant transmitted to APHA on (date):
Include hard copy of move-in 50059 if before January 1, 2002
5. Copy of Move-Out Inspection
6. Documentation that appropriate security deposit was collected from tenant (copy of original lease, rent ledger card, or copy of receipt for security deposit).
7. Copy of the security deposit disposition notice provided to the tenant. You may use APHA Form SC-5 or your own as long the following information is provided:
 - Date 30-day notice provided
 - Move-out date
 - Reason for moving
 - Original deposit date and amount
 - Total amount eligible for refund
 - All charges itemized (unpaid rent, damages, cleaning, forfeiture)
 - Amount refunded to resident and date of refund

List the security deposit on Line 11 of form HUD-52671, ONLY IF the security deposit was forfeited for failure to provide proper move-out notification and there is no damage claim for this unit.

If also submitting a Special Claim for Unpaid Rent/Damages for the same unit, show the security deposit amount on Line 1 of form HUD-52671-A (do not include on the vacancy claim for the same unit).

8. Copy of maintenance records showing move-out date, start and finish of each process, and date unit was ready for occupancy.
9. If unit preparation time more than 14 days or total length of vacancy more than 30 days, include explanation.

- | | |
|-----|--|
| | 10. Copy of Waiting List from which new tenant was selected or a copy of the Unit Transfer List if new tenant is a unit transfer. |
| | 11. Documentation supporting status of waiting list and outcome of applicant contacts to include date applicant was contacted, applicant response, status of applicant move-in. |
| N/A | 12. If unit not filled from the waiting list or more than 90 days vacant, provide documentation of marketing efforts that substantiate the date marketing occurred in accordance with the AFHMP. |
| N/A | 13. If vacancy is due to a tenant transferring to another unit, submit the following:

Documentation stating the reason for the transfer

Evidence security deposit was transferred or new security deposit was secured. |
| N/A | 14. Copy of the Security Deposit refund check if more than \$100. |
| | 15. A copy of this completed Checklist |

SC-6 (2.12.2026)

Submit this checklist for each claim to the portal: <https://housing.az.gov/online-services/document-upload-portals/section-8-special-claims-portal>

[illegible]

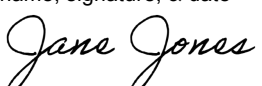
Special Claims for Regular Vacancies

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

OMB Approval No. 2502-0182
(Exp. 06/30/2016)

Instructions Follow guidelines in HUD Handbook 4350.3, Rev. 1, Chapter 9	Project name			FHA project no.		Sec 8/PAC/PRAC Cont #
				Vacated Tenant name		Unit No.

Part A (applies to the following) 880: Section 8 New Construction 881: Substantial Rehabilitation 884: Rural Housing Services 886: LMSA Subpart A 891: Elderly Housing	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 occup. + 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 rent/operating rent at move-out						
	8. Enter daily contract rent/operating rent (Divide contract rent/ operating rent in effect on move-out date by actual no. days in move-out month)						
	9. Multiply lines 6 and 8 (Contract rent /operating rent for days vacant)						
	10. Multiply line 9 by 0.80 for Section 8/PAC units or 0.50 for Section 202/811 PRAC 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 line 9						
	13. Compare line 10 with line 12 & enter the lesser amount Enter in column 6 on HUD 52670-A Part 2.					1,136	
	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 lines 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/operating rent (Divide contract rent/ operating 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 & 25							
27. Enter amounts paid by other sources (Security deposit, Title I, etc.)				(—)			
28. Subtract line 27 from line 26 Enter in column 6 on HUD 52670-A Part 2.							

Part B (applies to) 886: Property Disposition, Subpart C	I certify: (a) Units are in decent, safe, and sanitary condition, and are available for occupancy during the vacancy period in which the payments are claimed. (b) The Owner / Agent did not cause the vacancy by violating the lease, the contract, or any applicable law. (c) I notified HUD or the contract administrator immediately upon learning of the vacancy, or prospective vacancy, and the reasons for it. (d) I complied with all HUD requirements on termination of tenancy (Chapter 8, Section 3 of Handbook 4350.3 Rev.1) if the vacancy was caused by an eviction. (e) All documentation will be retained in the project's file for 3 years. Owner's printed name, signature, & date  Jane Jones 05/20/2026					
	HUD will prosecute false claims & statements. Conviction may result in criminal and/or civil penalties (18 U.S.C. Sections 1001, 1010, 1012; 31 U.S.C. Sections 3729, 3802).					

HUD/Contract Administrator Review ☐ Claim approved. ☐ Claim adjusted. Reason: ☐ Claim denied. Reason: Official's name, signature, & date Claim ID: _____

This form must be completed so HUD can pay owners an amount to offset 60 day vacancies.

Regulations require that owners complete this form using statutory formulas for calculating such vacancy losses.

The statutes requiring the submission are S8, United States Housing Act (42 U.S.C. 1437 f), Section 202 of the Housing Act of 1959 as amended by Section 801 of the National Affordable Housing Act (12 U.S.C. 1701(g), and Section 811 of the National Affordable Housing Act (42 U.S.C. 8013). The regulations stipulating these rules are: 24 CFR 880, 881, 883, 884, 886, and 891. The administrative requirements for these forms are provided in HUD Handbook 4350.3, Rev. 1, Chapter 9.

HUD does not promise confidentiality but will not disclose data on a specific project or tenant. No questions of a sensitive nature are asked in this form.

The Department of Housing & Urban Development is authorized to collect this information by the U.S. Housing Act of 1937, as amended. The owner/agent must provide all this information. The information provided will be used by HUD to review accuracy of funds requested by owner/agent for vacancy losses up to 60 days in length. HUD may disclose this information to Federal, state, and local agencies when relevant to civil, criminal, or regulatory investigations and prosecutions. Otherwise, it will not be disclosed or released outside of HUD, except as permitted or required by law. Providing all information is mandatory, and failure to provide information will affect participation in HUD programs.

Public reporting burden for this collection of information is estimated to average 0.33 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. This agency may not conduct or sponsor, and a person is not required to respond to, a collection information unless that collection displays a valid OMB control number.



Arizona Public Housing Authority

SECURITY DEPOSIT DISPOSITION

Property Name: **LAKEWOOD APARTMENTS**

Resident Name: **SMITH, JOHN**

Reason For Moving: **Closer to family**

Unit No: **05**

Date 30-Day Notice Provided: **12/05/2025**

Actual Move-Out Date: **01/10/2026**

Deposit Information

Original Deposit Date: **12/24/2022**

List and describe all deposits (security, pet, etc.)

Security Deposit

\$134.00

Interest earned

\$2.58

\$

Total Deposits

\$136.58

Charges

Unpaid Rent/Late Fees/Other Charges under Lease

\$397.00

(Dec. rent & 01-01 – 01-10-26 + \$5 key charge

Damages Total - itemize or attach separate list

\$61.00

Hole in door - \$25

New light fixture - \$36

Forfeiture (less than 30 day notice provided)

\$

Total Charges

\$463.00

Deposit Refund/Amount Due

Amount Refunded to Resident or Estate

\$

on (date)

Amount Due from Resident

\$326.42

received (date) or explain status below

Comments/Additional Explanation

01-16-26: Mailed demand letter

02-15-26: Debbie came in and paid \$51.00

02-23-26: Submitted to collection agency; legal fees = \$191.00

Signature

Date

MOVE-IN/MOVE-OUT INSPECTION

Resident:

Property:

Apartment #:

Unit Size:

Move-In Inspection Date:

Move-Out Inspection Date:

Item	Condition		Cost to Correct
	Move-In	Move-Out	
ENTRANCE/HALLS			
Steps and Landings			
Handrails			
Doors			
Hardware/Locks			
Walls/Coverings			
Windows/Coverings			
Ceilings			
Floors/Coverings			
Lighting ¹			
Electrical Outlets			
Closets ²			
Fire Alarms/Equipment			
LIVING ROOM			
Walls/Coverings			
Windows/Coverings			
Ceiling			
Floors/Covering			
Lighting ¹			
Electrical Outlets			

Item	Condition		Cost to Correct
	Move-In	Move-Out	
DINING ROOM			
Walls/Coverings			
Windows/Coverings			
Ceiling			
Floors/Coverings			
Lighting ₁			
Electrical Outlets			
KITCHEN			
Range			
Refrigerator			
Sink/Faucets ₃			
Walls/Coverings			
Windows/Coverings			
Ceiling			
Floors/Coverings			
Lighting ₁			
Electrical outlets			
Cabinets			
Closets/Pantry ₂			
Exhaust Fan			
Fire Alarms/Equipment			
BEDROOM(S)			
Doors & Locks			
Walls/Coverings			
Windows/Coverings			
Ceiling			
Floors/Covering			
Closets ₂			
Lighting ₁			
Electrical Outlets			

Item	Condition		Cost to Correct
	Move-In	Move-Out	
BATHROOM(S)			
Sink/Faucets ₃			
Shower/Tub ₃			
Curtain Rack/Door			
Toilet			
Towel Rack			
Doors/Locks			
Walls/Coverings			
Windows/Coverings			
Ceiling			
Floors/Coverings			
Closets ₂			
Cabinets			
Exhaust Fan			
Lighting ₁			
Electrical Outlets			
OTHER EQUIPMENT			
Heating Equipment			
Air-Conditioning Unit(s)			
Hot-Water Heater			
Smoke/Fire Alarms			
Thermostat			
Doorbell			
TOTAL			
1. Fixtures, Bulbs, Switches, and Timers 2. Floor/Walls/Ceiling, Shelves/Rods, Lighting 3. Water pressure and Hot water			

Move-In

This unit **is in decent, safe and sanitary condition. **Any deficiencies identified in this report will be remedied within thirty (30) days of the date the tenant moves into the unit.

Jane Jones
Manager's/Landlord's Signature

I have inspected the apartment and found **this unit to be in decent, safe, and sanitary condition. Any deficiencies are noted above. **I recognize that I am responsible for keeping the apartment in good condition, with the exception of normal wear. In the event of damage, I agree to pay the cost to restore the apartment to its original condition.

John Smith
Resident's Signature

Resident's Signature

By

Date

Prepared	_____	_____
Reviewed	_____	_____
Prepared	_____	_____
Reviewed	_____	_____

Move-Out

Jane Jones
Manager's Signature

____ Agree with move-out inspection.
____ Disagree with move-out inspection
If disagree, list specific items of disagreement.

not present
Resident's Signature

Resident's Signature

By

Date

Prepared	_____	_____
Reviewed	_____	_____
Prepared	_____	_____
Reviewed	_____	_____

MODEL LEASE FOR SUBSIDIZED PROGRAMS

1. Parties and Dwelling Unit: The parties to this Agreement are^(A) _____, referred to as the Landlord, and _____, referred to as the Tenant. The Landlord leases to the Tenant(S) unit number^(C) _____, located at _____ in the project known as^(E) _____.
2. Length of Time (Term): The initial term of this Agreement shall begin on^(F) _____ and end on^(G) _____. After the initial term ends, the Agreement will continue for successive terms of one^(H) _____ each unless automatically terminated as permitted by paragraph 23 of this Agreement.
3. Rent: The Tenant agrees to pay \$^(I) _____ for the partial month ending on^(J) _____. After that, Tenant agrees to pay a rent of \$^(K) _____ per month. This amount is due on the^(L) _____ day of the month at _____.
- The Tenant understands that this monthly rent is less than the market (unsubsidized) rent due on this unit. This lower rent is available either because the mortgage on this project is subsidized by the Department of Housing and Urban Development (HUD) and/or because HUD makes monthly payments to the Landlord on behalf of the Tenant. The amount, if any, that HUD makes available monthly on behalf of the Tenant is called the tenant assistance payment and is shown on the "Assistance Payment" line of the Owner's Certification of Compliance with HUD's Tenant Eligibility and Rent Procedures form which is Attachment No. 1 to this Agreement.
4. Changes in the Tenant's Share of the Rent: The Tenant agrees that the amount of rent the Tenant pays and/or the amount of assistance that HUD pays on behalf of the Tenant may be changed during the term of this Agreement if:
- a. HUD or the Contract Administrator (such as a Public Housing Agency) determines, in accordance with HUD procedures, that an increase in rents is needed;
 - b. HUD or the Contract Administrator changes any allowance for utilities or services considered in computing the Tenant's share of the rent;
 - c. the income, the number of persons in the Tenant's household or other factors considered in calculating the Tenant's rent change and HUD procedures provide that the Tenant's rent or assistance payment be adjusted to reflect the change;

that these charts accurately describe the utilities and services paid by the Landlord and those paid by the Tenant.

- a. The Tenant must pay for the utilities in column (1). Payments should be made directly to the appropriate utility company. The items in column (2) are included in the Tenant's rent.

(1)		(2)
Put "x" by any Utility Tenant pays directly	Type of Utility	Put "x" by any Utility Included in Tenant Rent
(0) _____	Heat	(0) _____
_____	Lights, Electric	_____
_____	Cooking	_____
_____	Water	_____
_____	Other (Specify.	_____
_____	_____	_____
_____	_____	_____

- b. The Tenant agrees to pay the Landlord the amount shown in column (3) on the date the rent is due. The Landlord certifies that HUD had authorized him/her to collect the type of charges shown in column (3) and that the amounts shown in column (3) do not exceed the amounts authorized by HUD.

(3)
Show \$ Amount Tenant Pays to Landlord in Addition to Rent
Parking
Other (Specify.)

(0) \$ _____
\$ _____
\$ _____

8. Security Deposits: The Tenant has deposited \$^(P)_____ with the Landlord. The Landlord will hold this security deposit for the period the Tenant occupies the unit. After the Tenant has moved from the unit, the Landlord will determine whether the Tenant is eligible for a refund of any or all of the security deposit. The amount of the refund will be determined in accordance with the following conditions and procedures.

- a. The Tenant will be eligible for a refund of the security Deposit only if the Tenant provided the Landlord with the 30-day written notice of intent to move required by paragraph 23, unless the Tenant was unable to give the notice for reasons beyond his/her control.

following Attachments to this Agreement
and understands that these Attachments are
part of this Agreement.

- a. Attachment No. 1 - Owner's Certification of Compliance with HUD's Tenant Eligibility and Rent Procedures, form HUD-50059
 - b. Attachment No. 2 - Unit Inspection Report.
 - c. Attachment No. 3 - House Rules (if any).
28. Tenants' rights to organize: Landlord agrees to allow tenant and tenant organizers to conduct on the property the activities related to the establishment or operation of a tenant organization set out in accordance with HUD requirements.
29. Tenant Income Verification: The Tenant must promptly provide the Landlord with any letter or other notice by HUD to a member of the family that provides information concerning the amount or verification of family income in accordance with HUD requirements.
30. The lease agreement will terminate automatically, if the Section 8 Housing Assistance contract terminates for any reason.
31. Signatures:

TENANT
BY:

1. ^(W) _____ /_____/_____
Date Signed

2. _____ /_____/_____
Date Signed

3. _____ /_____/_____
Date Signed

LANDLORD
BY:

1. ^(W) _____ /_____/_____
Date Signed

Public reporting burden - HUD is not requesting approval of any burden hours for the model leases since use of leases are a standard business practice in the housing rental industry. This information is required to obtain benefits. The request and required supporting documentation are sent to HUD or the Contract Administrator (CA) for approval. The lease is a contract between the owner of the project and the tenant(s) that explains the terms for residing in the unit. Leases are a standard business practice in the housing rental industry. Owners are required to use the HUD model lease which includes terms normally covered by leases used in the housing rental industry plus terms required by HUD for the program under which the project was built and/or the program providing rental assistance to the tenants.

VACANCY RECONDITIONING LOG

1. Project Name: _____ Lakewood Apartments _____
2. Contract Number: _____ AZ22R901001 _____
3. Unit Number: _____ 05 _____
4. Name of Resident: _____ John Smith _____
5. Vacancy due to death? (Y/ N) Date of death: _____
6. Vacancy due to Unit Transfer? (Y/ N) Date of Unit Transfer: _____
7. Date of Move Out: _____ 01/10/2026 _____
8. Anticipated Move-in Date: _____ 02/28/2026 _____
9. Maintenance: Start Date: _____ 01/10/2026 _____ Finish Date& Time: 01/13/2026 10:30 AM

Comments: _____ install new light fixture _____

10. Painted: Start Date: _____ 01/13/2026 _____ Finish Date & Time: 01/13/2026 4:30 PM _____

Comments: _____ door patched, heavy smoker- needed kiltz _____

11. Carpet: Start Date: _____ 01/14/2026 _____ Finish Date & Time: _____ 01/15/2026 4:05 PM _____

Comments: _____ carpet cleaned _____

12. Unit Cleaned: Start Date: _____ 01/13/2026 _____ Finish Date & Time: _____ 01/15/2026 10:30 AM _____

Comments: _____ required intense cleaning _____

Approved by: _____ Date & Time: _____ 01/16/2026 9:15 AM _____

13. Date Unit is Ready for Occupancy: _____ 01/16/2026 _____

Name	Date/ Time	Bedroom Size	Income	Accessible	Comments	removed/ rejected date	MI date and unit
Dorothy Hamil	10-20-25/ 12:50 pm	0/1	ELI	N	12-26-25 called & offered #05, declined - waiting for a 1 BDM		
George Evans	10-28-25/ 9:56 am	0/1	ELI	N	1-3-26 called - yes MI scheduled for 1-17-26 11- 18-26 No show for MI	1/17/2026	
Kim Collins	11-9-25/ 1:15 pm	1	VLI	N			
Duke Ellington	11-11-25/ 10:34 am	0/1	ELI	N	1-18-26 called LM 1- 23-26 received call - found other place - please remove	1/23/2026	
John Adams	11-12-25/ 11:56 am	1	ELI	N			
Carl Marx	11-12-25/ 2:24 pm	0/1	ELI	N	1-24-26 called LM 1- 25-26 received call - signed other lease - please remove	1/25/2026	
Betty Ford	11-13-25/ 3:00pm	0/1	ELI	N	1-26-26 called - yes, needs to give current landlord 30 days notice		2/28/26/ #05

April 15, 2026

Arizona Public Housing Authority
Attn: Evie N. Williams
1110 W. Washington, ste 280
Phoenix, AZ 85007

Ms. Williams:

Enclosed please find a claim for vacancy loss for unit 05, Lakewood Apartments which was vacated on January 10, 2026.

This vacancy occurred during an unusual period of turnover in out units. Four other units were already vacant. All of these units required intense cleaning.

As of the date of vacancy, the waiting list was depleted to two applicants ready to house. One declined the unit and the other did not show for his/ her move in that was scheduled for the day following unit ready date. The applicant who was eventually housed was 8th on the waiting list on the vacate date. All applicants ahead of him/ her were removed.

The applicant who was housed in this unit requested to give 30 days notice to his/ her prior landlord.

I feel our office made every effort to rent the unit promptly and therefore the extended vacancy was beyond our control.

If you have any question please contact me at 714/ 555-1234, Ext. 002 or Sonny Bono at 714/ 555-1234, Ext. 005

Sincerely,

A handwritten signature in cursive script that reads "Jane Jones".

Jane Jones
Director of Housing Programs

Appendix 5D

SAMPLE LIFE EXPECTANCY CHART *

Many major items have a predictable life span. A list of items and their life expectancy are listed below:

Hot Water Heaters	10 years	All units
Plush Carpeting	5 years	Family
	7 years	Elderly
Air Conditioning Units	10 years	All units
Ranges	20 years	All units
Refrigerators	10 years	All units
Interior Painting - Enamel	5 years	Family
	7 years	Elderly
Interior Painting – Flat	3 years	Family
	5 years	Elderly
Tiles/Linoleum	5 years	Family
	7 years	Elderly
Window shades, screens, blinds	3 years	Family, Elderly

* If these items were in good condition at the time of move in, and it can be shown that damage, above the normal wear and tear has been sustained, then a damage claim can be submitted.