



# Managing HUD Compliance

## REGISTRATION FORM

### PERSONAL INFORMATION

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

### MANAGING HUD COMPLIANCE

Date	Price	Qty.	Total
<b>Plant City, Florida</b> <b>December 9 - 10</b>	\$485.00	____	\$ _____
<b>HCM-H EXAM (optional)</b> <b>December 11</b>	\$50.00	____	\$ _____
Add \$50 if paying less than 30 days before the course			\$ _____
<b>TOTAL</b>			\$ _____

Payment must be received 14 days before course to guarantee a seat. Cancellation policy: There will be no refund for cancellation 2 weeks before a course. Cancellations up to one month before the course will result in a refund less \$50. Unused funds may be applied to future trainings.

### PAYMENT INFORMATION

(Circle method of payment)

Master Card      Visa      American Express

OR      Check # \_\_\_\_\_

Card # \_\_\_\_\_

Exp. Date \_\_\_\_\_

Card Holder Signature: \_\_\_\_\_

## AGENDA

### First Day (8:30am-5:00pm)

#### Chapters 1, 3 and 5

- Introduction to HUD and the various HUD programs.
  - 4350.3 Chapter 1
- Eligibility for assistance and occupancy
  - 4350.3 Chapter 3
- Determining income and calculating rent
  - 4350.3 Chapter 5

### Second Day ( 8:30am-5:00pm )

#### Chapters 4, 6-9

- Discussion of Case studies
- Waiting List and tenant selection
  - 4350.3 Chapter 4
- Lease requirements and leasing activity
  - 4350.3 Chapter 6
- Recertification, unit transfers, and gross rent changes
  - 4350.3 Chapter 7
- Termination
  - 4350.3 Chapter 8
- Required 50059 and subsidy data reporting (TRACS)
  - 4350.3 Chapter 9

### Third Day ( 8:30am-4:00pm )

#### Chapter 2 and optional exam

- Discussion of Case studies
- Civil rights and nondiscrimination requirements
  - 4350.3 Chapter 2
- Housing Compliance Manager – HUD Exam (HCM-H) – 4 hours allowed

## DETAILS:

### Date and Location of Training:

**December 9, 10, 11, 2008**

**Holiday Inn Express Hotel & Suites**  
**near Tampa, Florida**  
**2102 N. Park Road**  
**Plant City, Florida 33563**

*Need a place to stay? We recommend the training location. Special rates may apply. Reservations can be made at:*

**1-813-719-3800**

**SEATING IS LIMITED! RUSH PAYMENT TO ENSURE YOUR SEAT BEFORE THE CLASS IS FULL:**

**Fax: 314-514-7799 OR toll free 888-514-7799**  
**Call: 314-514-7711 OR toll free 866-760-6000**  
**Mail: 2321 Weldon Parkway**  
**St. Louis, MO 63146**

**You may also register online at:**  
**[www.zeffert.com](http://www.zeffert.com)**



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