



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
San Francisco, CA NOV 18 -20 2008	\$485.00	_____	\$ _____
HCM-H EXAM (optional) NOV 20, 2008	\$50.00	_____	\$ _____
Add \$50 if paying Less than 30 days Before the course			\$ _____
TOTAL			\$ _____

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:

November 18 -20 2008

San Francisco, California

Hotel – To be determined

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

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



Compliance Solutions

The only name you need to know for ALL your affordable housing needs.