

Registration Form MT Spring Workshop

Please complete a separate form for each registrant

Name

Property or Company

Address

City/State/Zip

Phone

Fax

Email

Fees: *(After 04/22/08 add \$25 to fee)*

- AHMA Member Registration Fee \$225.00
- Non-Member Registration Fee \$325.00
- Projects participating in the PBS8 program can request a subsidy of \$125 per property to defray expenses. The registration fee paid to AHMA can be reduced by \$125. Rocky AHMA greatly appreciates the support of the State of Montana PBS8 program.

Method of Payment

- MasterCard American Express
- Visa Check# _____

Credit Card Number

Expiration

Make checks payable to: AHMA
*Mail—*PO Box 21182, Denver, CO 80221
Fax—(303) 840-9003
*Register online—*www.rockyahma.org

Cancellation Policy: Cancellations **IN WRITING** will be accepted with a full refund (minus a \$25 processing fee) up to April 22, 2008. Substitutions, but no refunds will be made after that time. We reserve the right to bill no shows.

Payment is required PRIOR to seminar admittance.

Montana Spring Workshop

Tuesday, April 29th, 2008
9:00am - 5:00pm
&
Wednesday, April 30th, 2008
9:00am-12:00pm

Doubletree Hotel Missoula
Edgewater
100 Madison
Missoula, MT 59802
Phone: 406-728-3100

Agenda

Tuesday, April 29th

8:30-9:00	Registration & Breakfast
9:00-Noon	Advanced HUD Occupancy
1:30-5:00	Advanced HUD Occupancy

Wednesday, April 30th

8:30-9:00	Breakfast
9:00-10:30	Fair Housing Today
10:45-12:00	EIV

Advanced HUD Occupancy

This advanced class for industry professionals provides information about changes, announcement and updates that affect the day-to-day operations of project-based HUD properties. During this one day class, we will discuss:

- Key Change 2 Edits
- Changes to the MOR process including ways to avoid common findings
- Upcoming TRACS changes including iMAX and 202c
- HUD Clarification
- Special Claims and Vacancy Claims

We will provide you with the information you need to stay abreast of changing regulatory requirements. In addition, you will also receive sample forms necessary to document these changes appropriately.

If you have a disability which prevents your full participation in this program, please contact AHMA at 303-840-9803 or fax 303-840-9003. This training site is handicapped accessible.

Fair Housing Today

Fair Housing Today is intended as a review and examines the basics needed by all property management professionals while also discussing emerging trends such as limited English proficiency LEP, tenant-on-tenant harassment, and gay/lesbian, harassment and discrimination. New updates on LEP are included.

Enterprise Income Verification System (EIV)

Owner/Agents (OAs) had been using the Tenant Assessment Subsystem (TASS) to verify tenant Social Security (SS) and Supplemental Security Income (SSI) benefit payments provided by the Social Security Administration (SSA). In order to improve this verification process, HUD implemented an improved verification system called the Enterprise Income Verification System EIV.

In this session, we will provide you with instructions to help you obtain access for company employees. In addition, we will review the information available and discuss the best ways to incorporate use of these reports to improve error resolution and increase property compliance.

WHO SHOULD ATTEND?

Experienced affordable housing staff required to use the HUD Handbook 4350.3. This class is particularly helpful for occupancy specialists and management staff.

SEMINAR FEE INCLUDES:

- Danish & muffins, coffee, & beverage breaks
- Lunch on first day
- Instruction and materials
- Certificate of completion

WHAT SHOULD I BRING?

A current copy of the HUD 4350.3 Handbook and a calculator are **required** for this seminar. You may order a HUD Handbook from AHMA for \$80 or you may order one at no cost from HUD by calling 1-800-767-7468.

YOUR INSTRUCTOR

MARY ROSS

Mary Ross (CPO, FHC & MORS) is the President of Ross Business Development. Prior to founding RBD, Mary was Vice President of Implementation and Training for RealPage, Inc., a leader in the development and distribution of software for the multifamily housing industry. Ms. Ross is a nationally recognized expert in property management training and consulting services. For over 14 years, Mary has helped senior executives throughout the industry work successfully to meet changing industry and regulatory requirements. She provides clients with high-level consultation and advice on how to succeed in compliance (HUD/Tax Credit) and conventional markets.

In partnership with AHMA the State of Montana PBS8 program will generously underwrite \$125 **per property** in the PBS8 portfolio. Please indicate on the registration form if you qualify.

Accommodations—Rooms are available on a first come first serve basis from \$99.00 at the Doubletree Hotel Missoula Edgewater. You must make your room reservation by Tuesday, April 9th, by calling **406-728-3100. Please mention that you are with Rocky AHMA.**

Continuing Education Units (CEU's)

This seminar is in the process of being approved for CE credit through the State of Montana Board of Realty.