

**Registration Form  
March 19th, 2010**

Name

---

Property or Company

---

Address

---

City/State/Zip

---

Phone

---

Fax

---

Email

---

**Fees:** *(After 03/12/10 add \$25 to fee)*

AHMA Member Registration Fee \$195

Non-Member Registration Fee \$295

**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) 957-2378*

*Register online—www.rockyahma.org*

**Cancellation Policy:** Cancellations **IN WRITING** will be accepted with a full refund (minus a \$25 processing fee) up to March 12th, 2010. 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.**

**Basic HUD Review  
&  
Advanced HUD  
Occupancy Training**  
**Friday, March 19th  
9:00am—5:00pm**  
**Red Lion Hotel  
Denver/Central  
4040 Quebec Street  
Denver. CO 80216  
Phone: (303) 321-6666**

**Basic HUD Review  
And  
Advanced HUD Occupancy Training**

This course will start off with a review of the HUD Basic Occupancy Training and will allow for questions to help ensure a basic understanding of the HUD 4350.3 Handbook. Topics that will be briefly reviewed are:

- Eligibility Requirements
- Application Process
- Assets
- Income
- Allowances
- Annual Recertifications
- Interim Adjustments

The remainder of the day will focus on an Intermediate level occupancy training. Some topics of discussion will be:

**ASSETS AND ASSET INCOME**

- Asset Inclusions and Exclusions
- Imputed Assets
- Determining the Value of Assets
- Determining Income from Assets

**ANNUAL INCOME**

- Income Inclusions and Exclusions
- Whose Income is Counted
- Annualizing Income

---

If you have a disability which prevents your full participation in this program, please contact AHMA at 303-840-9803 or fax 303-957-2378. This training site is handicapped accessible.

**ALLOWANCES & ADJUSTED INCOME**

- The Dependent Allowance
- The Child Care Allowance
- The Handicap Assistance Allowance
- The Elderly Household Allowance
- The Medical Expense Allowance

**VERIFICATION REQUIREMENTS**

- Authorization for Release of Information
- Types of Verifications
- Effective Term of Verifications
- Suggested Verification Procedures

**THE LEASE**

- Lease Requirements
- Lease Term
- Modifying the Lease
- Model Lease

**WHO SHOULD ATTEND?**

All affordable housing management staff required to use the HUD Handbook 4350.3 Rev. 1 Change 3. Property/Site Managers and multifamily property management staff responsible for the leasing and occupancy aspects of the property.

**WHAT SHOULD I BRING?**

The HUD 4350.3 Handbook Rev. 1 Change 3, is a required reference for this Occupancy seminar. You may order a copy from AHMA for \$80. You will also want to bring a calculator.

---

**Seminar Fee Includes:**

- Breakfast pastries, coffee & beverage breaks
- Instruction and materials
- Certificate of completion

**YOUR INSTRUCTOR**  
**ANITA MOSEMAN**

Anita Moseman has been in property management for over 26 years, and is currently Vice President of Property Management for Monfric Realty, Inc. A partner in Housing Credit Productions, Anita has extensive knowledge in the HUD and Housing Credit programs and provides consulting services for both. She is a national trainer who combines her years of hands-on experience and knowledge to relate to those attending her classes. She is a certified trainer for NAHMA and has developed and trained many courses for various AHMA's and management companies as well as other trade organizations.

**ABOUT ROCKY AHMA**

The Affordable Housing Management Association (AHMA) was incorporated in 1982 as a not for profit organization serving the needs of industry members in Colorado, Montana, North Dakota, South Dakota, Utah and Wyoming. Our members manage approximately 60,000 units of HUD, RHS and tax credit financed affordable housing. AHMA sponsors approximately 25 industry trainings each year throughout our six state region plus an Annual Conference.

---

**Training Suggestion**

For those looking to get a full scope of HUD occupancy training we recommend you take the Online Basic HUD Occupancy course in conjunction with this class. For more information go to [www.rockyahma.org](http://www.rockyahma.org)