

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 4/8/2010 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 \$150 **per property** to defray expenses. The registration fee paid to AHMA can be reduced by \$150. Rocky AHMA greatly appreciates the support of the State of Montana PBS8 program.

Method of Payment

Check# _____ American Express

Visa MasterCard

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 with full refund (minus a \$25 processing fee) will be accepted up to April 8th. 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

Thursday, April 15th

9:00am — 5:00pm

&

Friday, April 16th

9:00am-12:00pm

Best Western Helena Great

Northern Hotel

835 Great Northern Blvd.

Helena, MT 59601

Phone: (406) 457-5500

Thursday, April 15th

PREPARING FOR AN MOR

Preparing for a Management and Occupancy Review is something owners, agents and managers need to be prepared for. In this session we will review some useful checklists and forms that assist us in preparing for an MOR.

We will discuss common findings during MORs and ways to avoid them. Please bring your questions.

ENTERPRISE INCOME VERIFICATION

The Enterprise Income Verification System was introduced as a tool to verify and report discrepancies. In this session we will discuss:

- **HUD Required EIV Policies and Procedures**
- **How to Use All the EIV Reports and Which Ones to Use**
- **Preparing For an MOR –Which EIV Items Will be Requested**

- **How to Discover Identity and Income Discrepancies**
- **HUD Policy Enhancements**
- **Verifying SSA/SSI and Employment Income**
- **How to calculate repayment plan with the 40% rule**
- **And More**

Friday, April 16th

CALCULATING DIFFICULT INCOME ASSETS AND INCOME DEDUCTIONS

In this session we will go over some of the more difficult calculations such as:

- **Annuities**
- **Life Insurance Policies**
- **Non-Fixed Interest Rates**
- **Real Estate, Stocks and Bonds**
- **Trusts**
- **Child Support Verification**

Seminar Fee Includes:

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

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.

Your Instructor - Debbie Hixon

Ms. Hixon has over 40 years of training experience with 20 years in the Affordable Housing Industry. She began in tech support for the largest software vendor in the industry, Project Data Systems, which became Real Page; and, later, consulted with another software vendor to make their product both HUD and TRACS compliant.

Most Recently Ms. Hixon has traveled country-wide giving TRACS/HUD seminars, doing hands-on EIV training and working extensively with HUD offices to trouble shoot and resolve serious TRACS problems.

SAVE THE DATE
28th Annual Conference
September 15-17, 2010
Denver, Colorado

Accommodations: Rooms are available on a first come first serve basis from \$107.00 at the Best Western Helena Great Northern Hotel. You must **make your room reservation by Friday, March 16th** by calling **406-457-5500**. Please mention that you are with Rocky AHMA.

Continuing Education Units (CEUs)
This seminar is in the process of being approved for CE credit through the State of Montana Board of Realty.