

AHMA Northwest and Contract Management Services are Proud to Present:

Complete 3 Day HUD Basic Occupancy Certification Course Using the HUD Handbook 4350.3 Rev-1 as updated for Chg-3

An Intensive, Hands-On Training for Managers of HUD-Assisted Multifamily Housing
Co-sponsored by ORCA Information and the Insurance Program for Association Housing (IPAH)

AHMA and CARH Member Registration Fee: \$450.00 per person

Non-member rate: \$575.00 per person

Lunch on your own – all three days. Try to arrive by 8:15 AM on the First Day.

TACOMA: Wed-Thurs-Fri, April 6-7-8, 2011 (8:30 am to 5 pm daily)

Site: Best Western Tacoma Dome Hotel, 2611 East E Street, Tacoma WA 98421

For sleeping rooms, ask for the business rate. Contact Marcie Smith at (253) 272-7737

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We'll walk you through the complexities of HUD Handbook 4350.3 (issued on June 12, 2003) as well as recent HUD Notices and Federal Register releases – including Change-3 (published in June, 2009). This course provides an in-depth review of Eligibility, Asset/Income, Adjusted Income, Rent Calculations, Verifications, Annual Re-certifications, Interim Adjustments, and other critical aspects of the 4350.3. Case studies will be used to enhance the learning process. A final examination, consisting of a case study and multiple choice questions, will be given. AHMA training fees for this course have been pre-approved by HUD as a project expense for on-site/resident managers. The instructor is Karen Crosta of *KDC Solutions LLC*. Karen has over 25 years of experience in multifamily affordable housing property management and was formerly an instructor for NCHM. Successful completion of this course and the exam will earn the student the nationally recognized, "Certified Specialist in HUD Occupancy," suitable for framing. Successful completion of this course fulfills the HUD Occupancy Core Course Requirement for the AHMA Northwest Occupancy & Compliance College. *A complete and updated HUD Handbook 4350.3 REV-1 CHG-3 consisting of over 900 pages will be provided at the training site for each attendee.*

TO REGISTER: Due to increases in processing costs, credit cards and online registrations are not being accepted at this time. Simply complete this form, and FAX it to (425) 454-7695 – this reserves your seat! Process your check using this form as documentation, and mail the check with this completed form to:

AHMA Northwest
c/o Loveridge Hunt & Co. PLLC CPAs
11100 NE 8th Street, Suite 410
Bellevue, WA 98004-4441

Questions? Contact Joe Diehl at TEL (425) 454-6836 FAX (425) 454-7695
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Choose one: AHMA or CARH Member (\$450) per person. Non-Member (\$575) per person.

First Name: _____ Last Name: _____

First Name: _____ Last Name: _____

First Name: _____ Last Name: _____

Company Name: _____ Property Name: _____

Address: _____ City, State, Zip: _____

Tel: _____ *E-mail Address: _____ *

*Register on or before March 28. Note - only the first thirty (30) registrants will be accepted due to space limitations. \$50 per person processing fee assessed for refunds requested on or before the deadline. No refunds after that date (however, another student may be substituted). A full refund (or credit against a future training) will be given if cancelled by AHMA for any reason. *Provide an E-mail address so that updates may be sent.*