

*Earn your Certification in HUD Occupancy!*

## **Complete 4 Day HUD Basic Occupancy Certification Course Using the HUD Handbook 4350.3 Rev-1 Chg-2**

An Intensive, Hands-On Training for Managers of HUD-Assisted Multifamily Housing

**AHMA, CARH and WAHSA Member Registration Fee: Discounted to \$399.00 per person**

*Non-member rate: \$575 per person*

**SEATTLE: Mon-Tues-Wed-Thurs, July 21-24, 2008 (8:30 am to 5 pm daily)**

Site: Clarion Hotel - SeaTac Airport, 3000 South 176<sup>th</sup> Street, Seattle, WA 98188 (free parking)

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

In response to industry request, this course has been extended to four days! This provides participants with more opportunity to absorb and apply the myriad of regulations and to get more questions answered. All materials are up-to-date and the current status of changes, rules and HUD policies are shared. 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-2. Change-2 was published on July 16, 2007. This course provides an in-depth review of Eligibility, Asset/Income, Adjusted Income, Rent Calculations, Verifications, Annual Re-certifications, Interim Adjustments, Lease Requirements, 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 20 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 a "Certificate of Completion, AHMA Northwest Basic Occupancy Course" suitable for framing. Successful completion of this course fulfills the HUD Occupancy Core Course Requirement for the AHMA Northwest Occupancy & Compliance College. *A complete HUD Handbook 4350.3 REV-1 CHG-2 consisting of over 900 pages will be provided at the training site for each attendee.*

TO REGISTER: Go online at [www.ahma-wa.org](http://www.ahma-wa.org) with your VISA or MC. You may register online and print out an invoice for your company to process in your normal way.

OR - Complete this form, and FAX it to (425) 454-7695 – this reserves your seat! Process your check in the normal way, and mail it with this completed form to:

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

<b>Questions? Contact Joe Diehl at TEL (425) 454-6836 FAX (425) 454-7695</b>
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AHMA CARH or WAHSA Member (\$399)

Non-Member (\$575)

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Company Name: \_\_\_\_\_ Property Name: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ \*E-mail Address: \_\_\_\_\_\*

*Register on or before June 30, 2008. Note - only the first thirty (30) registrants will be accepted due to space limitations. \$50 per person processing fee assessed for refunds requested by June 30. No refunds after June 30, 2008 (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.*