

### MAY - NOVEMBER 2009 HUD MULTIFAMILY HOUSING REGULATIONS TELEPHONE SEMINAR SCHEDULE

**JEANETTE CLAUS, CPA, COS, TACCS**  
DIRECTOR OF PMCS

Jeanette is a Certified Public Accountant with twenty-eight years of accounting, management, contract administration and Affordable Housing Industry experience. She is a passionate speaker who deals daily with the obstacles encountered on all sides of the Affordable Housing spectrum, and takes an active role in trying to facilitate efficient solutions.

**BONNIE WILPON, COS, STAR**  
ASSOCIATE DIRECTOR

Bonnie has trained and consulted with site staff, management companies, tenant associations and CAs, as well as AHMA and AAHSA groups for over 15 years. Her hands-on experience with monthly processing for hundreds of Service Bureau clients means that she knows how the real world works! Don't miss her easy-to understand, entertaining and information-packed training style.

**2009 HUD Multifamily  
Housing Regulations Seminar Schedule:  
All Classes are Eastern Standard Time**

- **All About VAWA:** *Requirements and tips about the Violence Against Women Act.*  
May 12, 11-12:30                      June 17, 3-4:30
- **Final Rule on Income Determination:** *Released on January 27 and effective September 30. Learn about the changes in Social Security Number and citizenship verification requirements, changes in income calculation, and mandatory EIV!*  
May 20, 3-4:30                      July 15, 11-12:30
- **HUD's Secure Systems (WASS):** *How to register and use the systems (other than EIV).*  
May 21, 11-12:30                      June 30, 3-4:30
- **Tenant Files:** *Content, organization and getting them ready for MORs.*  
July 1, 3-4:30                      August 4, 11-12:30
- **EIV:** *Are you ready for mandatory EIV on Sept. 30? Learn how to use EIV for income discrepancies, verifications and applicant checking.*  
July 28, 3-4:30                      August 27, 11-12:30
- **Tenant Selection Plans:** *Writing and updating them. Discover the requirements and learn to make the most of your options.*  
July 29, 11-12:30                      August 25, 3-4:30

**Go Green! Save time!  
Materials are in Word – no need to print!  
Add your notes and save them electronically!**

- **MORs (Management and Occupancy Reviews):** *Learn what will be reviewed, how to prepare, and the best ways to pass with flying colors!*  
July 30, 11-12:30
- **Subsidy Termination and Eviction:** *When and how to terminate tenant subsidy and how to reinstate it; when and how to evict tenants.*  
September 8, 3-4:30
- **Basics - Certs and Vouchers:** *Types and timing of 50059s; understanding vouchers and adjustments.*  
September 9, 11-12:30                      October 14, 3-4:30
- **Basics - Income/Assets/Expenses:** *What counts and what doesn't, and verification requirements.*  
September 10, 11-12:30                      November 4, 3-4:30
- **PRAC Regulations and Procedures:** *How PRACs work, tenant files, tips on certs and the 4350.3.*  
October 15, 11-12:30
- **Student Rule:** *Regulations for Section 8 and non-Section 8 subsidies; when termination is required.*  
October 15, 3-4:30                      November 4, 11-12:30
- **4350.3 Review:** *With interactive quizzes and discussion, review the "tough stuff" – from irregular income to citizenship changes – bring your questions and tips to share.*  
November 5, 3-4:30

# PMCS Telephone Seminars:

**\$129** per person; the Conference Call is toll-free. Our fee includes one certificate of completion for continuing education credit for one individual.

**\*YES, THESE SEMINARS ARE HUD-ALLOWABLE EXPENSES!\***

# \$129 each!

# 6-Pack Discount Available!

Training Materials are Included: Materials & confirmation will be sent via e-mail, *two days prior to each training.*

**Registration (forms and fees) deadline: Five working days prior to the class.**

**Please note: Payment MUST be made prior to each seminar.**

Cancellations for individually registered seminars up to ten working days prior to individual seminars are refundable, minus a \$25 cancellation fee. Cancellations for seminar series registrations up to ten working days prior to the first seminar in the series are refundable, minus a \$25 cancellation fee. Absolutely no refunds for no-shows. PMCS reserves the right to cancel classes for lack of registrations; in this case, you will receive a refund or your choice of another class.

**MAIL YOUR CHECK WITH  
THIS ORDER FORM TODAY!  
ONE FORM PER PERSON, PLEASE.**

**All classes are EASTERN STANDARD TIME**

## May – November 2009 Schedule of Classes

(Please check the classes you would like to attend)

### VAWA (Violence Against Women Act)

\_\_\_\_\_ **May 12**, 11:00 a.m. - 12:30 p.m. EST  
\_\_\_\_\_ **June 17**, 3:00 p.m. - 4:30 p.m. EST

### Final Rule on Income Determination

\_\_\_\_\_ **May 20**, 3:00 p.m. - 4:30 p.m. EST  
\_\_\_\_\_ **July 15**, 11:00 a.m. - 12:30 p.m. EST

### HUD's Secure Systems (WASS)

\_\_\_\_\_ **May 21**, 11:00 a.m. - 12:30 p.m. EST  
\_\_\_\_\_ **June 30**, 3:00 p.m. - 4:30 p.m. EST

### Tenant Files

\_\_\_\_\_ **July 1**, 3:00 p.m. - 4:30 p.m. EST  
\_\_\_\_\_ **August 4**, 11:00 a.m. - 12:30 p.m. EST

### EIV

\_\_\_\_\_ **July 28**, 3:00 p.m. - 4:30 p.m. EST  
\_\_\_\_\_ **August 27**, 11:00 a.m. - 12:30 p.m. EST

### Tenant Selection Plans

\_\_\_\_\_ **July 29**, 11:00 a.m. - 12:30 p.m. EST  
\_\_\_\_\_ **August 25**, 3:00 p.m. - 4:30 p.m. EST

### MORs (Management and Occupancy Reviews)

\_\_\_\_\_ **July 30**, 11:00 a.m. - 12:30 p.m. EST

### Subsidy Termination and Eviction

\_\_\_\_\_ **September 8**, 3:00 p.m. - 4:30 p.m. EST

### Basics - Certs and Vouchers

\_\_\_\_\_ **September 9**, 11:00 a.m. - 12:30 p.m. EST  
\_\_\_\_\_ **October 14**, 3:00 p.m. - 4:30 p.m. EST

### Basics - Income/Assets/Expenses

\_\_\_\_\_ **September 10**, 11:00 a.m. - 12:30 p.m. EST  
\_\_\_\_\_ **November 4**, 3:00 p.m. - 4:30 p.m. EST

### PRAC Regulations and Procedures

\_\_\_\_\_ **October 15**, 11:00 a.m. - 12:30 p.m. EST

### Student Rule

\_\_\_\_\_ **October 15**, 3:00 p.m. - 4:30 p.m. EST  
\_\_\_\_\_ **November 4**, 11:00 a.m. - 12:30 p.m. EST

### 4350.3 Review

\_\_\_\_\_ **November 5**, 3:00 p.m. - 4:30 p.m. EST

Participant Name \_\_\_\_\_

Management Company \_\_\_\_\_

Property Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (Include Area Code) \_\_\_\_\_

Fax (Include Area Code) \_\_\_\_\_

E-mail \_\_\_\_\_

Please place a check mark in front of your seminar choice:

\_\_\_\_\_ # \_\_\_\_\_ Individual Seminars @ \$129 each = \$ \_\_\_\_\_

\_\_\_\_\_ **6-Pack (6 Seminars) @ \$119 each = \$714.00**

**Questions? Please contact**

**Michelle Cimino @ 1-800-245-7627 x1520**

**We are located at 829 West Genesee St., Syracuse, NY 13204**

## Our Invitation to You:

PMCS invites you to call for a free quote based on your individual needs. Join a growing list of satisfied customers who have the assurance that PMCS professionals are handling their compliance, accounting, TRACS, training & consulting needs.

FOR OFFICE USE ONLY PLEASE:

Date \_\_\_\_\_ Check # \_\_\_\_\_ Amount \_\_\_\_\_ Rec'd By \_\_\_\_\_