



The Oregon Affordable Housing Management Association Presents

What YOU Need to Know

*Basic Occupancy Survival Skills for the **ROOKIE HUD** Manager*

Tuesday, November 14, 2017, 8:30 am to 5 pm

Salem Convention Center (SCC), Salem

It's your first week on the job. You've been given a key to the office and a copy of the HUD Handbook 4350.3. Now what? Before you start feeling overwhelmed, confused, and panicky, enroll in this class! In one, information-packed day, attendees will learn key, basic occupancy survival skills for managing a HUD project.

Here's the agenda:

- Introduction
 - ◆ Overview of the HUD Program
 - ◆ Terminology
- Marketing and the Application Process
 - ◆ Application requirements
 - ◆ The waiting list & tenant selection
- Project Occupancy Requirements
 - ◆ Eligibility requirements
 - ◆ Income calculations: income and assets
 - ◆ Allowable deductions from income
 - ◆ Calculating rent
 - ◆ Lease requirements
 - ◆ The recertification process
 - ◆ An introduction to the EIV system

Our Trainer: Karen Burkett, Real Estate Management Specialists

Karen is a national trainer who draws from her hands-on experience to effectively teach in a manner that receives extremely high ratings from participants. Karen has worked with several HUD Contract Administrators on procedures for conducting Management and Occupancy reviews, as well as HAP contract renewals. Karen is a Certified Property Manager (CPM[®]), a licensed real estate agent, a Certified Professional of Occupancy (CPO), a Certified Apartment Manager (CAM) and a National Affordable Housing Professional Executive Level (NAHP-e). Karen also owns and manages Real Estate Management Specialists in Kalispell, Montana.

Date & Time of Class: Tuesday, November 14, 2017, 8:30 am to 5 pm

Location: Salem Convention Center (SCC), 200 Commercial Street, Salem; complimentary parking is available under the building. The parking entrance is on the Liberty Street side of SCC/Grand Hotel.

Coming the night before? The Grand Hotel is offering a special guestroom rate of \$129 for a Deluxe King room or a room with two Deluxe Queen beds, single/double occupancy. To make your reservation, please call toll free 1-877-540-7800. When you call, identify yourself as a member of the Oregon AHMA group.

Meals: Light breakfast when you arrive and a buffet lunch at noon, in the classroom

To Register: Please email page 2 of this flyer to oregonahma@frontier.com or, fax to 503-992-0853.

Class Fees: For AHMA members: \$85; for non-members: \$130 – Not sure if your company or agency is a member? Check out the professional member directory on this page of our website:

http://www.oregonaffordablehousingmanagement.com/professional_members.htm

Payment Information:

◆ **WE DO NOT INVOICE.**

◆ Please send your check to Oregon AHMA, P.O. Box 1135, Forest Grove, Oregon 97116

◆ Or, pay by credit card by calling the AHMA office, 503-357-7140

◆ Or, pay by PayPal on this page of our website:

http://www.oregonaffordablehousingmanagement.com/education_schedule.htm

◆ **PAYMENT IS DUE BY THE DATE OF THE CLASS.**

Final Registration/Refund Deadline: Tuesday, November 7. You are welcome to substitute a student anytime.

What to bring: Note-taking materials and a calculator

CEU Hours: 7.5 CEUs for those with real estate or property management licenses

Questions? Contact AHMA Director Maggie Meikle at oregonahma@frontier.com or 503-357-7140

Registration Form for
“What YOU Need to Know”
*Basic Occupancy Survival Skills for the **ROOKIE HUD** Manager*
November 14, 2017, Salem Convention Center

*This is a **fillable** form. If you fill out the form on your computer, save the form before emailing or faxing so that the information doesn't disappear.*

Email to: oregonahma@frontier.com

Fax to: 503-992-0853

Name _____ Name _____

Name _____ Name _____

Name _____ Name _____

Name _____ Name _____

Company or Agency _____

Contact Person _____ Phone _____

Email Address _____