

Directions to:

Weymouth Commons East Club House
92 Audubon Street
Weymouth, MA 02188
781-335-4773

WEYMOUTH COMMONS: From Route 3 South, take exit 16B, Route 18. Follow exit to the right. At the first set of lights, take a left, that is Middle Street. Follow Middle Street until Weymouth Commons signs, the complex is on the right hand side of the street.

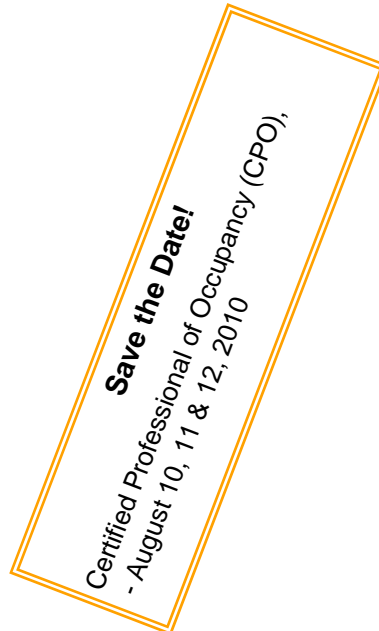
From Route 3 North, take exit 16, Route 18. Take left at the end of the exit ramp. Follow Route 18, until the first set of lights. Take a left, that is Middle Street. Follow Middle Street until Weymouth Commons signs, the complex is on the right hand side of the street.

Upon entering Weymouth Commons you are traveling on Rockway Ave. Follow straight through the intersection (do not follow signs for the Rental Office), this eventually turns into Audubon. Follow Audubon for approximately 200 yards. The Weymouth Commons East Club House will be set down on your left.

For more training information, visit our website at www.neahma.org
Phone: 781-380-4344
Fax: 781-380-4842
julie.kelliher@neahma.org



NEAHMA
400 Washington Street, Suite 210
Braintree, MA 02184



neahma
NEW ENGLAND
AFFORDABLE HOUSING
MANAGEMENT ASSOCIATION

**One Day Basic
Occupancy Course**

Weymouth Commons East Club House
92 Audubon Street
Weymouth, MA 02188

July 7, 2010

This is a recommended course by
NEAHMA as an excellent pre-cursor
to the CPO Course

Presenter:

Sue Johnson, The Success Group

www.neahma.org

Program Overview

Who Should attend this Workshop?

- New staff in a variety of positions at HUD assisted affordable housing programs.
- Housing staff needing a refresher or update on the 4350.3 rev-1 Handbook.
- Management staff wanting a one-day preparatory for the more in –depth Certified Professional of Occupancy (CPO) course.

This workshop will explain regulations as governed by the 4350.3 Occupancy Handbook and provide a thorough overview of the HUD housing programs. The program will cover relevant topics and regulations for on site staff and establish a solid foundation for material covered more thoroughly during NAHMA's "Certified Professional of Occupancy (CPO)" course. *Attendees should plan to bring a 4350.3 rev-1 Handbook with them if possible and a calculator is helpful, but not necessary.*

Course Outline

- Overview of HUD Programs
- The Application and Eligibility Determination Process
- Maintaining the Wait List. Organizing, Updating, Opening/Closing the List
- Verification of Information: HUD's requirements
- Overview of Rent and HAP Calculations
- Annual Re-certifications: Timetable, Procedures; Resulting Rent Change
- Interim Adjustments

Agenda

Registration

8:30 am - 9:00 am

(Continental breakfast included)

Morning Presentation

9:00 am - 12:00 pm

12:00 pm - 1:00 pm

(Lunch Included)

Afternoon Presentation

1:00 pm - 4:30 pm

Registration Info or Questions?
Call NEAHMA 781-380-4344

Participants who attend the full 6.5 hours of this workshop will earn 6.5 CEU's.

NEAHMA would like to thank Corcoran Management and the Staff at Weymouth Commons for hosting this workshop.

REGISTRATION FORM

Fax In Registration (781) 380-4842

Registration Deadline: June 30, 2010
Basic Occupancy Course - Weymouth, MA

Wednesday, July 7, 2010

Please complete a separate form for each registrant and fax registration. Mail a hard copy along with your payment to: NEAHMA, 400 Washington Street, Suite 210, Braintree, MA 02184

Online payment option available at www.neahma.org

Registration Fees:

_____ Member \$269 _____ Non Member \$339

Name: _____

Title: _____

Management Co: _____

Property Name: _____

Address: _____

City: _____ State: _____

Zip: _____

Phone: _____ Fax: _____

E-mail: _____

Cancellation Policy:

There is a \$50 administrative fee for cancellation 15 working days prior to the course. After this date, fees are *non-refundable*. A substitute may be sent in the place of the registrant. Class space is limited; therefore your registration must be accompanied by full payment in order to confirm your space for this course.

Outstanding Collection Policy:

Payment for trainings and workshops are payable upon receipt. Registrants with outstanding balances that exceed 90 days will be suspended from attending future trainings and workshops until payment is received in full.

This organization complies with the Title III of the Americans with Disabilities Act (ADA). The site is accessible for individuals with disabilities and if a registrant requires special accommodations please contact the NEAHMA office at least ten days prior to the date of the course.