

VIRGINIA ASSOCIATION OF HOUSING AND COMMUNITY DEVELOPMENT
OFFICIALS AND NAN MCKAY AND ASSOCIATES INC
INVITES YOU TO ATTEND THE

Multifamily Rent Calculation Training
June 3 – 5, 2019

TRAINING SITE: Alpha College of Real Estate
638 Independence Parkway
Suite 100
Chesapeake, VA 23320

(Entrance on field side of building)
(Building opens at 8:00 a.m.)

HOTEL INFORMATION: See attached

SCHEDULE:

8:00 a.m.	Registration/Continental Breakfast
8:30 a.m.	Seminar begins
10:30 a.m.	Morning break
12 noon	Lunch, on your own
1:00 p.m.	Afternoon session
2:45 p.m.	Afternoon break
5:00 p.m.	Seminar ends

REGISTRATION FEE: \$895.00 (includes examination)

Please make checks payable to: VAHCDO, Attn: Valerie Hill Neal, Post Office Box 797, Newport News, VA 23607. *Please submit registration forms and payment no later than April 29, 2019.* On-site registration accepted. Registration fee includes training, instructional materials, Certificate of Completion, certification examination, continental breakfast and refreshments for the three-day workshop.

CONTACT: Valerie Hill Neal or Carl V. Williamson
Telephone: 757-928-2620 Fax: 757-247-6535

SPECIAL NOTE: Please, no taping or video recording.

SEMINAR REGISTRATION FORM
Multifamily Rent Calculation Training
June 3 – 5, 2019

Please complete this form and return registration and payment by **April 29, 2019** to:

VAHCDO
Attention: Valerie Hill Neal
Post Office Box 797, Newport News, VA 23607

Please complete a separate form for each participant:

Name _____
Title _____
Organization _____
Street Address (*no P.O. boxes*) _____
City _____ State _____ Zip Code _____
Phone _____ Fax _____ Email: _____

If you require a reasonable accommodation, please contact Valerie Hill Neal at 757-928-2620 or vneal@nnrha.org.



AGENDA
MULTIFAMILY RENT CALCULATION

DAY ONE

- 8:00 **Registration**
- 8:30 **Welcome and Introductions**
- 8:45 **Course Overview**
 - Learning Outcomes**
 - Overview of HUD-50059 Form**
- 9:00 **Annual Income)**
 - Inclusions
- 10:15 **Break**
- 10:30 **Inclusions (continued)**
- 12:00 **Lunch (on your own)**
- 1:00 **Annual Income (continued)**
 - Exclusions
 - Phasing Out EID
- 1:30 **Assets**
 - Inclusions
 - Exclusions
 - Market Value
 - Cash Value
 - Anticipated Income
- 2:30 **Break**
- 2:45 **Adjusted Income Calculation**
 - Dependent Allowance
 - Elderly/Disabled Allowance
 - Child Care Allowance
 - Disability Assistance Expense
 - Medical Expense
- 5:00 **End of Day One**

AGENDA
MULTIFAMILY RENT CALCULATION

DAY TWO

- 8:00 Verification
 Enterprise Income Verification (EIV)
- 10:15 Break
- 10:30 Enterprise Income Verification (EIV) (continued)
 Rent Calculation
- Total Tenant Payment (TTP)
 - Minimum Rent
- 12:00 Lunch (on your own)
- 1:00 Verifications
 Rent Calculation (continued)
- Prorated Assistance for Mixed Families
 - Tenant Rent
 - Rent Calculation
- 2:30 Break
- 2:45 Rent Calculation Quizzes
 Rent Calculation Case Studies
- 5:00 End of Day Two

DAY THREE

- 8:00 Rent Calculation Case Studies (continued)
- 9:00 Certificates of Participation Awarded
 End of Seminar
- 10:15 Break
- 10:30 Multifamily Rent Calculation Certification Examination
- 12:30 End of Exam

HOTELS

Hyatt Place, Chesapeake/Greenbrier
709 Eden Way North
Chesapeake, VA 23320
1-888-492-8847
\$119.00 plus tax

Aloft Chesapeake
1454 Crossways Blvd.
Chesapeake, VA 23320
1-877-GO-ALOFT
\$95.00 plus tax
(Code: CFT number 536150, OMG Organization Management rate)

SpringHill Suites Chesapeake
1446 Crossways Blvd.
Chesapeake, VA 23320
(757) 410-9406
\$99.00 plus tax
(Code: OMG Corporate Rate)

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