

# Site Manager BASICS

New Managers • Regional Managers • Nonprofit Board Members

Taught by Tina Squires, AHAIN Past President

## Rural Development Properties

This program is designed to define, as well as highlight:

- ✓ Income
- ✓ Assets
- ✓ RD Handbook 3560
- ✓ Terminology
- ✓ Utility Allowances
- ✓ Waiting list requirements
- ✓ Allowable deductions for the RD 515 program
- ✓ Verification training
- ✓ Due diligence
- ✓ How to calculate 30% of the adjusted monthly income
- ✓ Qualified rent payment

## Tax Credit Properties

This program is designed to define, as well as highlight:

- ✓ Policies and procedures
- ✓ Terminology
- ✓ Section 42 requirements
- ✓ Federal vs. State regulations
- ✓ Income limits
- ✓ Utility allowances
- ✓ Qualifying initial tenants
- ✓ Certification & Verification procedures
- ✓ Required forms for preparation and file reviews
- ✓ Penalties for non-compliance
- ✓ How to correct non-compliance issues

**RD:** June 24, 2017

**TC:** July 8, 2017

**Time:** 9:30am - 3pm BOTH SESSIONS

**Location:** Valenti Real Estate Services Office

**Address:** 652 N. Girls School Road, Suite 110, Indianapolis, IN 46214

You can register online at [inaha.org/events](http://inaha.org/events)

Name \_\_\_\_\_  
Management Company \_\_\_\_\_  
Apt. Community \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
E-mail \_\_\_\_\_

Site Manager Basics RD Training:

- Member \$75
- Non-Member \$95

Site Manager Basics TC Training:

- Member \$75
- Non-Member \$95

AHAIN cancellation policy: All cancellations must be received in writing by AHAIN on or before June 17 for RD and July 1 for TC to receive a full refund. Cancellations received after these dates or no-shows will be responsible for the full amount of registration.