

Each attendee will receive a course manual and an electronic copy of their certificate of attendance!

“Managing LIHTC Compliance”

Agenda

First Day (8:30am – 5:00pm)

Property Compliance

- Introduction and Brief Overview
- The importance of “Learning to Fish”
- What are Tax Credits?
- “The Players”
- Details you must know about your development
- How Credits are calculated
- 8609 Terms -Eligible and Qualified Basis, Applicable Fraction and Credit Percentages
- Income and Rent Limits
- Milestones in the Life of a Property
- Unique Aspects of LIHTC Acquisition/Rehab
- Other Key Requirements-
 - Keeping the Next Available Unit and Vacant Unit Rules Straight
- Fair Housing
- Combining LIHTC with Other Programs

Second Day (8:30am – 5:00pm)

Certifying Households

- Preview of Certification Steps
- Interview and Applications
- Determining Household Size
- Student Status
- Acceptable Verification Methods
- Anticipation of Annual Income
- Income from Assets
 - Asset Types and their Income
 - Imputing Asset Income
 - Assets “Disposed Of”
- Completing the TIC
- Completing the Move-in
- Recertification
- Monitoring Requirements (“Enjoying” State visits)
- Updates –Recent IRS developments
- Q & A

Third Day Optional HCCP Exam

(8:30am – 10:45am) Prep Review
(11:00am – 1:30pm) HCCP Exam (approximate time)
2 ½ hours are allowed to complete the exam

Albuquerque, NM
(Tuesday - Thursday)
February 26-28, 2019

Optional HCCP Exam

Housing Credit Certified Professional Exam

This is the first step in earning your designation with the National Association of Home Builders
For more information visit: www.nahb.org

ZEFFERT & ASSOCIATES

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Training Location

Sheraton Albuquerque Airport Hotel
2910 Yale Blvd SE
Albuquerque, NM 87106

Need a place to stay?

We recommend staying at the training hotel location:

Sheraton Albuquerque Airport Hotel
2910 Yale Blvd SE
Albuquerque, NM 87106
505-843-7000

Questions? Call the Training Department
1-866-760-6000 M-F

More information is available on our website
www.zeffert.com

Would you like a Private Training or eLearning?

Get pricing or information by calling the Training Department at 1-866-760-6000

Snacks and refreshments will be provided each day. Lunch is on your own

www.zeffert.com to register online or to obtain a Registration Form

Completed Registration Forms can be sent to: training@zeffert.com – Limited Seating!

**3 Ways
to Register:**

➔ Register and pay online at: www.zeffert.com

➔ Email this form to: training@zeffert.com

➔ Mail this form and payment to: Zeffert & Associates

12101 Woodcrest Executive Dr, STE 180, St. Louis, MO 63141

1 Check your LIHTC training choice(s):	Ahead of the Class rate register 30 days prior to class	Regular Rate register less than 30 days prior to class
<input type="checkbox"/> Complete 2 Day Training & HCCP Exam - 3rd Day	\$615 per person	\$665 per person
<input type="checkbox"/> Complete 2 Day Training (No Exam)	\$475 per person	\$525 per person
<input type="checkbox"/> HCCP Exam and Review - 3rd Day	\$175 per person	\$175 per person

2 Training Date:



Is today's date 30 days prior to the training date? The special **Ahead of the Class** rate

3 Training Location:

4 Attendee 1	*Email
Attendee 2	*Email
Attendee 3	*Email
Attendee 4	*Email

***A valid email address is required to ensure timely receipt of important event information, including test results**

5 Organization and Site Name:

Please Invoice \$ _____

Street: _____ Suite/Apt: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

***An organization name and address is required for invoicing purposes**

6 Please charge \$ _____ to my VISA MasterCard American Express

Card # _____ Exp. Date _____ Sec Code# _____

Cardholder name: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Refund Policy:

Full Refund – Attendees must let Zeffert know at least 60 days prior to the live training.

Full Refund, less a \$50 administration fee – At least 45 days prior to live training.

No Refund – Less than 30 days before live training.

Substitute personnel or credits toward future public Zeffert & Associates trainings are allowed for up to 1 year. Private groups who sponsor training and handle their own registration may not accept credit for trainings for which Zeffert & Associates originally received payment. In rare instances, trainings may be canceled or rescheduled. Although a full refund of the registration fee will be made in such cases, Zeffert & Associates is not responsible for other costs incurred, such as non-refundable airline tickets. Payment must be received prior to class to guarantee seating. There will be a \$25 charge for all Returned Checks. To change or cancel a registration, call (866) 760-6000 and ask for the training department.

7 Signature of authorized payer (student or supervisor who approves training expenditures)

I have read and agree to be bound by the terms and conditions set forth on this registration form. In addition, I am authorized by the organization listed above to incur these charges on its behalf.

Signature

Date