



Sponsored by Minnesota Housing Finance Agency and presented by Ross Business development

**One VERY important class offered on two consecutive days!**

**St. Paul, MN – October 10<sup>th</sup> & 11th, 2007**

**MHFA Headquarters: 400 Sibley Street Suite 300, St Paul MN 55101-1998**

**A Review of HUD Handbook 4350.2, Rev. 1, Change 2**  
**An Update of the Enterprise Income Verification System**

HUD has released and updated version of the 4350.3. All property managers in charge of HUD properties that fall under the handbook rules must begin using the HUD Handbook 4350.3, Revision 1, Change 2 now. HUD extended a 90 day implementation timeframe for those changes that affect site software; **changes that do not affect site software or TRACS are effective immediately** and must be communicated and incorporated as quickly as possible.

The changes to the Handbook were significant. While some edits were expected (student rule, LEP, Special Claims), others were not expected. Some of these changes have significant impact on policy and procedure (changes to the lease, changes to the asset calculation, new unit transfer requirements). RBD has reviewed each change and the impact on property management professionals, software vendors, contract administrators and HUD.

In order to reduce your research time, RBD has developed a class to provide you with information about each change. This is an opportunity to learn about the changes and participate in discussion with your peers about implementation strategy.

After the “Change 2” discussion, RBD will provide you with new information about EIV. The release of the EIV update in June added new functionality and changed the certification methods. The class includes information about obtaining access and using EIV reports.

**Class Registration Form**

Name: \_\_\_\_\_

Co. Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

☐ Change 2 & EIV – St. Paul, MN 10/10/07

☐ Change 2 & EIV – St. Paul, MN 10/11/07

Student Names: \_\_\_\_\_

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**Thanks to MHFA sponsorship the registration fee has been reduced to \$225!  
There will be a continental breakfast and beverages – Lunch is on your own.**

**You will receive a faxed invoice upon receipt of your registration form. Checks should be made payable and mailed to Ross Business Development, Inc.**

**For additional information, please contact Larue Marin at 770-426-0577 or email her at [larue.marin@rbdnow.com](mailto:larue.marin@rbdnow.com)**

**Fax this registration form to 770-426-9159 or 770-424-5412.  
(Registration will start at 8:00 a.m. and the class is from 8:30 a.m. to 4:30 p.m.)**