

# Memorandum

## MANAGEMENT BULLETIN #447



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DATE: March 7, 2014

TO: **On-site Managers/Managing Agents/Owners of Tax Credit Properties**

FROM: Diane Smith, Assistant Director  
Asset Management Services

RE: **2014 IHDA Tax Credit Training Calendar**

IHDA's Asset Management Services is pleased to announce the dates for our **2014 Tax Credit Training Seminars**.

Training sessions will be held at the Illinois Housing Development Authority, located at 401 North Michigan Avenue, Chicago, IL, in the lower level Conference Center. Sessions will begin promptly at 9:00 a.m. and end at approximately 4:00 p.m.

The fee for training sessions will be **\$50.00** (check or money order ONLY) per person attending our training. The fee is non-refundable and must be paid at least two (2) weeks prior to the training session. Payments that are not received at least two (2) weeks prior to the training date will result in cancellation of your reservation to accommodate others.

**The training materials will be provided by e-mail prior to the training date. Attendees are responsible for bringing the workbooks and handouts to the session. Paper training materials will be provided for an additional fee of \$10 per person. If this service is requested, it must be made at the time of registration.**

**\*\*Payment will not be accepted on the day of training.\*\***

The following are the dates for the 2014 Compliance Sessions:

May	▶	Wednesday, 5/14/2014
August	▶	Wednesday, 8/27/2014
November	▶	Webinar, 11/14/2014

***Space is limited for all training sessions. Compliance training is limited to 45 participants.***

Please remember to register well in advance of the date you wish to attend. Asset Management Services will provide a continental breakfast and allocate time for training participants to have “lunch on your own.”

**REGISTRATION MAY ONLY BE COMPLETED VIA E-MAIL.** To register, please e-mail Juanita Vasquez at [jvasquez@ihda.org](mailto:jvasquez@ihda.org). Please provide the following information for each registrant:

- Name of participant
- Property name and loan number
- E-mail address
- Contact number
- Are paper training materials requested?

We reserve the right to limit the number of persons you register. Again, space is limited, so register early to secure the date you wish to attend.

If you should have any questions about the AMS training program content, which member(s) of your staff should attend or your development’s compliance requirements, please contact your Asset Manager.