

**Sec. 42 Low Income Housing Tax Credits
Preparing for Your Site Visit**

**December 8, 2009
1:00 p.m.– 5:00 p.m.**

This session is for "hands on" site and property management staff as well as for compliance staff who review the work of others. Topics include pre-visit paperwork submission requirements, physical inspection and how to respond to code standards violations, paperwork submission requirements for the project and for tenant files subject to "desk audit", the project review letter and how to prevent and respond to noncompliance findings

Call Lyn Burton at 651-222-8319 for more information.



**Trainer:
Lyn Burton, Executive Director**

Location:
Welsh Companies
4400 Baker Road Classroom
Minnetonka, MN 55343
952.897.7700



Registration Form

Please submit this registration form (keep a copy for yourself) along with a check for \$85 payable to Affordable Housing Connections, Inc. for each person attending. Registration can be submitted electronically or by fax; however, payment must be received by **November 27, 2009** to confirm your space. **Space is limited so register early!**

****Afternoon snack is included with your registration fee****

Name: _____ Title: _____
Name of Suballocator Tax Credit project you work with: _____
Number of years in your current position: _____ Number of years working with HTC program: _____
Organization: _____
Mailing Address: _____
City/State/Zip: _____
Phone: _____ Fax: _____ E-mail: _____

Payment is enclosed for \$85 (per person)

Payment will be submitted via US mail

Please check the most appropriate boxes to describe your role:

- Non-Profit For-Profit Government Agency
 Site Manager/ Property Manager/Compliance Staff: Self-Managed (employed by Owner) Managing Agent (fee for service)
 Owner: Asset Manager Developer Managing General Partner

Mail this form along with payment to:

Affordable Housing Connections, Inc.
Attn: Peris Outa
400 Selby Avenue, Suite B
Saint Paul, MN 55102
Phone: 651-222-8319, Fax: 651-222-3755
ahc@ahcinc.net