



500 Plum Street, Suite 320, Syracuse, NY 13204
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House Rules

Order Form

House Rules play a significant role in establishing parameters and expectations for tenants to ensure a peaceful environment for everyone. They also establish consistent rules for which information must be relayed to management and when. While HUD does not define the contents, House Rules are a required lease attachment of the HUD Model Lease. Comprehensive rules provide solid lease documentation to owners in legal proceedings, while incomplete House Rules hamper an owner's ability to defend "unwritten policies" they are attempting to enforce.

During a pre-scheduled phone consultation, a PMCS trainer/consultant will walk you through our HUD compliant House Rules to determine which options fit your property's needs and HUD's requirements for your program/subsidy type.

Note: Price includes initial House Rules consulting call choosing options and one consulting call to discuss finalization of plan for straight HUD properties. LIHTC or other layered properties will incur additional consulting time charges. Additional consulting for any assistance other than the initial option selection and finalization calls will be billed at our general consulting rate of \$150 per hour. A copy of the Original HAP contract and current renewal must be provided for House Rules to be prepared.

Contact Information

SEND TO: _____

_____ *First/Last Name* _____ *Title*

_____ *Phone* _____ *Email*

_____ *Management Company Name*

Information to Appear on House Rules

_____ *Property Name* _____ *Contract or Project #*

_____ *Property Street Address*

_____ *City/State/Zip Code* _____ *Property Phone*

Product	QTY	Price	Subtotal	Payment Method
House Rules	1	\$425.00	\$425.00	<input type="checkbox"/> Check: Mail your check and completed order form to: PMCS Inc. 500 Plum Street, Suite 320 Syracuse, NY 13204 Please reference: " <u>Property Name – House Rules</u> " on memo line of check <input type="checkbox"/> PayPal: Email your completed order form to: solutions@pmcsinc.com An invoice containing PayPal payment link will be emailed to you to pay by credit card. No PayPal account needed.
Rush Order Fee: <i>Priority scheduling within 5 business days contingent upon client response time.</i>		\$35.00		
Total Enclosed:				
Questions? Please call us at: 800-245-PMCS (7627) x 1517				

NOTE: We perform our services using our extensive industry knowledge, contacts, and experience acquired over the more than 30 years we have served the Affordable Housing Industry. The services detailed in our contract do not in any way imply or guarantee that your Contract Administrator and/or HUD will not have questions, 'findings', or 'observations' in your Management & Occupancy Review Report. Due to inconsistencies and policy directives from HUD that are unclear or appear contradictory and the resulting myriad interpretations that exist within the Affordable Housing Industry, the variability in citations/comments is beyond anyone's control. Prices subject to change without notice.

For Office Use Only:

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