



**PLEASE COMPLETE ONE FORM PER PERSON.** These classes are a HUD-allowable site expense! When we process your registrations, we will email you confirmation. Kindly reply to this email to acknowledge your receipt. One business day prior to each webinar, training materials along with instructions on how to join the class via GoToWebinar will be sent to you via e-mail. In the event you do not see the training materials email, we encourage you to check your spam folder prior to contacting us. Our fee includes one certificate of completion for continuing education credit for one paid individual. Certificate issued upon receipt of certificate request/evaluation form, after classes have taken place and payment has been received.

All classes are Eastern Time (please check your time zone).

Contact Information	
Participant Name (First/Last)	Title
Property Name	Contract Number
Property Street Address	City / State / Zip Code
Participant Phone (With Area Code)	Email (Required to Receive Materials & Sign In to Webinars)
Management Company	Subsidy Type

Class Information
Please place a check mark next to desired class(es) and write in amount(s) due under the <b>Amount</b> column. Classes fill quickly; please check our website at <a href="http://pmcsinc.com/training">pmcsinc.com/training</a> for up-to-date class availability.

✓ Register	Class Number	Day	Class Date	Class Time (Eastern Time)	Price	Amount
<b>Fair Housing Series</b>						
<b>Fair Housing Special Topics: VAWA, Assistive Animals, and Compliance Updates</b>						
<input type="checkbox"/>	#04-23-24P	Tuesday	April 23, 2024	1:00 PM – 2:30 PM ET	\$169.00	
<b>Affirmative Fair Housing Marketing Plans</b>						
<input type="checkbox"/>	#05-07-24P	Tuesday	May 7, 2024	1:00 PM – 3:00 PM ET	\$169.00	
<b>EIV Series</b>						
<b>EIV Master Reports and Existing Tenant Search</b>						
<input type="checkbox"/>	#05-02-24P	Thursday	May 2, 2024	1:00 PM – 2:30 PM ET	\$169.00	
<b>EIV Income Reports and Fundamentals of Discrepancies</b>						
<input type="checkbox"/>	#05-09-24P	Thursday	May 9, 2024	1:00 PM – 2:30 PM ET	\$169.00	
<b>Creating and Reporting EIV Repayment Agreements</b>						
<input type="checkbox"/>	#06-06-24P	Thursday	June 6, 2024	1:00 PM – 2:30 PM ET	\$169.00	
<b>Focused Topics</b>						
<b>Industry Updates: HOTMA and TRACS 203A</b>						
<input type="checkbox"/>	#05-16-24P	Thursday	May 16, 2024	1:00 PM – 3:00 PM ET	\$169.00	
<b>TRACS Fundamentals</b>						
<input type="checkbox"/>	#10-29-24P	Tuesday	October 29, 2024	1:00 PM – 2:30 PM ET	\$169.00	
<b>TRACS Voucher and Cert Queries</b>						
<input type="checkbox"/>	#10-31-24P	Thursday	October 31, 2024	1:00 PM – 2:30 PM ET	\$169.00	

✓ Register	Class Number	Day	Class Date	Class Time (Eastern Time)	Price	Amount
<b>Property Management Series</b>						
<b>New Manager 101 - Tenant Interviews</b>						
<input type="checkbox"/>	#09-05-24P	Thursday	September 5, 2024	1:00 PM – 3:00 PM ET	\$169.00	
<b>New Manager 102 - Calculating Annual Income for 50059s</b>						
<input type="checkbox"/>	#09-12-24P	Thursday	September 12, 2024	1:00 PM – 3:00 PM ET	\$169.00	
<b>New Manager 103 - Determining the Cash Value of Assets</b>						
<input type="checkbox"/>	#09-19-24P	Thursday	September 19, 2024	1:00 PM – 3:00 PM ET	\$169.00	
<b>New Manager 104 - Expenses and Deductions</b>						
<input type="checkbox"/>	#09-26-24P	Thursday	September 26, 2024	1:00 PM – 3:00 PM ET	\$169.00	
<b>Intermediate Management 201 - Waiting List &amp; Tenant Selection</b>						
<input type="checkbox"/>	#10-03-24P	Thursday	October 3, 2024	1:00 PM – 3:00 PM ET	\$169.00	
<b>Intermediate Management 202 - Income, Assets, and Expenses</b>						
<input type="checkbox"/>	#10-10-24P	Thursday	October 10, 2024	1:00 PM – 3:00 PM ET	\$169.00	
<b>Advanced Management 301 - Challenging Scenarios in HUD Compliance</b>						
<input type="checkbox"/>	#10-24-24P	Thursday	October 24, 2024	1:00 PM – 3:00 PM ET	\$169.00	

Sub-Total		
Late Registration Fee (if applicable) <input type="checkbox"/>	\$35.00	
TOTAL Enclosed		

### Payment Information

**Registration Deadline: 5 Business Days Prior to Class.** Late registration closes at noon the business day prior to scheduled class. Payment MUST be made prior to each class. A \$35.00 non-refundable late registration fee is due for registrations received fewer than 5 business days prior to a class. Late registrations must include payment of late fee for acceptance and processing.

### Payment Method

**Check:** Mail your check along with this order form to: **PMCS Inc., 500 Plum Street, Suite 320, Syracuse, NY 13204**  
Please reference: "**Webinars**" on memo line of check

**PayPal:** Email your completed order form to: [solutions@pmcsinc.com](mailto:solutions@pmcsinc.com).

**An invoice containing PayPal payment link will be emailed to you to pay by credit card. No PayPal account needed.**

*Cancellations for classes up to ten working days prior to classes are refundable, minus a \$25 cancellation fee, along with any PayPal fees\*, if applicable. PMCS reserves the right to cancel classes for any reason. For classes cancelled by PMCS, you will receive a refund or your choice of another class at the same price. **Absolutely no refunds or reschedules for no-shows. No exceptions.***

*\*Please note: PayPal has changed their refund policy. While an additional fee is not charged to process a refund; fees from the original transaction are NOT refunded. These fees will be deducted from any allowable client refunds, along with any PMCS fees for late registration or admin processing, as noted above.*

### For Office Use Only:

Sent by: <u>WEBSITE</u>	Sent Date: <u>NA</u>	Rec'd By: _____	Rec'd Date: _____	DASS: _____
CK/PP#: _____	Amount: _____			GTW: _____