



500 Plum Street, Suite 320, Syracuse, NY 13204
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Webinar Registration Form

Effective April 30, 2025

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 Standard Time (please check your time zone).

Contact Information

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

Class Information

Please place a check mark next to desired class(es) and write in amount(s) due under the **Amount** column. Classes fill quickly; please check our website at pmcsinc.com/training for up-to-date class availability.

✓ Register	Class Number	Day	Class Date	Class Time (Eastern Time)	Price	Amount
HOTMA Series						
HOTMA: Assets						
<input type="checkbox"/>	#05-08-25P	Thursday	May 8, 2025	1:00 PM – 2:30 PM EST	\$169.00	
HOTMA: Expenses, Deductions, and Processing Hardships						
<input type="checkbox"/>	#05-15-25P	Thursday	May 15, 2025	1:00 PM – 2:30 PM EST	\$169.00	
HOTMA: Forms, EIV, and Recertifications						
<input type="checkbox"/>	#05-22-25P	Thursday	May 22, 2025	1:00 PM – 2:30 PM EST	\$169.00	
HOTMA: Roundtable Discussion						
<input type="checkbox"/>	#05-29-25P	Thursday	May 29, 2025	1:00 PM – 2:30 PM EST	\$169.00	
Focused Topics						
LIHTC for the Property Manager						
<input type="checkbox"/>	#06-05-25P	Thursday	June 5, 2025	1:00 PM – 3:00 PM EST	\$169.00	
TRACS: Managing Compliance in Multifamily Housing						
<input type="checkbox"/>	#06-12-25P	Thursday	June 12, 2025	1:00 PM – 3:00 PM EST	\$169.00	
MORs - Preparation to Closing						
<input type="checkbox"/>	#06-19-25P	Thursday	June 19, 2025	1:00 PM – 3:00 PM EST	\$169.00	
EIV Compliance						
<input type="checkbox"/>	#06-26-25P	Thursday	June 26, 2025	1:00 PM – 3:00 PM EST	\$169.00	

✓ Register	Class Number	Day	Class Date	Class Time (Eastern Time)	Price	Amount
Property Management Series						
New Manager 101 - Tenant Interviews						
<input type="checkbox"/>	#09-04-25P	Thursday	September 4, 2025	1:00 PM – 3:00 PM EST	\$169.00	
New Manager 102 - Calculating Annual Income for 50059s						
<input type="checkbox"/>	#09-11-25P	Thursday	September 11, 2025	1:00 PM – 3:00 PM EST	\$169.00	
New Manager 103 - Determining the Cash Value of Assets						
<input type="checkbox"/>	#09-18-25P	Thursday	September 18, 2025	1:00 PM – 3:00 PM EST	\$169.00	
New Manager 104 - Expenses and Deductions						
<input type="checkbox"/>	#09-25-25P	Thursday	September 25, 2025	1:00 PM – 3:00 PM EST	\$169.00	
Intermediate Management 201 - Waiting List & Tenant Selection						
<input type="checkbox"/>	#10-02-25P	Thursday	October 2, 2025	1:00 PM – 2:30 PM EST	\$169.00	
Intermediate Management 202 - Income, Assets, and Expenses						
<input type="checkbox"/>	#10-09-25P	Thursday	October 9, 2025	1:00 PM – 3:00 PM EST	\$169.00	
Advanced Management 301 - Challenging Scenarios in HUD Compliance						
<input type="checkbox"/>	#10-16-25P	Thursday	October 16, 2025	1:00 PM – 3:00 PM EST	\$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.

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: _____		