

George E. Pataki
Governor



Judith A. Calogero
Commissioner

New York State Division of Housing and Community Renewal
25 Beaver Street
New York, NY 10004

HOUSING MANAGEMENT BUREAU MEMORANDUM #2004-B-09

To: All Federally Assisted Housing Developments
From: Jane I. Berrie, Director
Date: July 21, 2004
Subject: HUD Handbook 4350.3, Workshop – Determining Income and Calculating Rent.

On **Tuesday, August 10, 2004**, the Management Bureau of the Division of Housing and Community Renewal will be presenting the fifth in a series of nine Workshops on the revised HUD Handbook 4350.3. The topic of this Workshop will be **Determining Income and Calculating Rent**. During this session we will discuss the proper methods for:

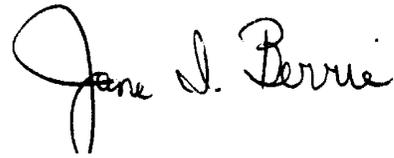
- **Computing Annual Income**
- **Determining Income from Assets**
- **Applying the Five Deductions and Determining Adjusted Income**
- **Calculating Tenant Rent**

One of the policies introduced in the new Handbook concerns the estimating of medical expenses for a current recertification. (Paragraph 5-10. D) We will be discussing this change which now allows the owner to use: 1) unreimbursed medical expenses paid during the past 12 months to estimate future medical expenses; or 2) past "one-time" nonrecurring medical expenses that have been paid in full if the one-time expense was not used for an interim recertification in the prior year.

This workshop will be held at the Division of Housing and Community Renewal, 25 Beaver Street, New York City, Room 510 from 10:30 AM to 12:30 PM. **In order to attend, you must register.** Please complete the attached registration form and FAX it to Betty Mullins at (212) 480-7270, by July 30, 2004; or e-mail her at Bmullins@dhcr.state.ny.us.

Since this program meets the New York State Real Estate Brokers and Salespersons Continuing Education requirement of 22.5 hours, we have registered the curriculum with the Department of State. Brokers and Salespersons should present a copy of their license or their pocket card at the commencement of the program. For those who attend all nine Workshops and complete the 22.5 hours of approved instruction, a Certification of Satisfactory Completion will be mailed to the participant and their name will be filed with the Secretary of State's Bureau of Education Standards by our office.

We look forward to seeing you on August 10th.

A handwritten signature in black ink that reads "Jane I. Berrie". The signature is written in a cursive style with a large initial "J" and "B".

Jane I. Berrie
Director



**New York State Division of Housing and Community Renewal
25 Beaver Street
New York, NY 10004**

Name of Housing Development

Name of Attendee(s)

Telephone Number ()
(Please include Area Code)
