

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-11

To: All Federally Assisted Housing Developments

From: Jane I. Berrie, Director

Date: August 24, 2004

Subject: HUD Handbook 4350.3, Workshop - Lease Requirements and Leasing Activities

On **Thursday, September 9, 2004**, the Management Bureau of the Division of Housing and Community Renewal will be presenting the sixth in a series of nine Workshops on the revised HUD Handbook 4350.3. The topic of this Workshop will be **Lease Requirements and Leasing Activities**. During this session, we will discuss:

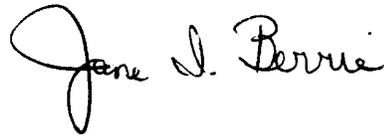
- **Revised Lease Agreement HM-78.4 Federal Programs and Lease Attachments**
- **Security Deposit Requirements and Procedures**
- **Allowable Charges in Addition to Rent**
- **The Leasing Process: Briefing New Residents and Inspecting Units**

We will be reviewing the mandatory changes incorporated into the revised Federal Programs Lease issued as an attachment to our HMB Memorandum # 2003-B-04 dated March 3, 2003. This new lease must be utilized for all Section 236, Rent Supplement, RAP and Section 8 New Construction/ Substantial Rehabilitation Programs.

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 September 3, 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 September 9th.

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

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)
