

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-16

To: All Federally Assisted Housing Developments

From: Jane I. Berrie, Director

Date: October 15, 2004

Subject: HUD Handbook 4350.3, Workshop – Termination, Housing Assistance or Tenancy.

On **Tuesday, November 9, 2004**, the Management Bureau of the Division of Housing and Community Renewal will be presenting the eighth in a series of nine Workshops on the revised HUD Handbook 4350.3. The topic of this Workshop will be the different rules which govern **Termination**, depending on whether such termination relates to **Housing Assistance** or **Tenancy**. During this session, we will discuss:

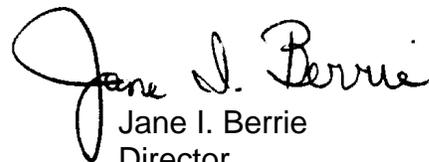
- **Termination of Assistance by the Owner**
- **Termination of Tenancy by the Lessees**
- **Termination of Tenancy by the Owner**
- **Discrepancies, Errors, and Fraud**

Our guest speaker at this Workshop will be Ms. Margarita Medina, Community Outreach Coordinator of the American Red Cross, who will be addressing the issue of Emergency Preparedness for the tenants residing at our multi-family housing developments.

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 November 1, 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 November 9th.



Jane I. Berrie
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)