



The Detroit Metropolitan Apartment Association Presents...
2009 Affordable Housing Series



Processing Special Claims

Topics covered in this session are:

- Type of Special Claims
- Date Sensitivity
- Documentation Process
- MSHDA Approval Process
- How to get a claim approved on the first try!
- Hands-on Practice Submission
- Do's and Don'ts

Instructor: Rhonda Dosh, *Lockwood Management*

and Sarah Rockafellow, *MSHDA*

Date: Thursday, April 23, 2009

Time: 9:00 am to 1:00 pm

Location: DMAA Training Office

30700 Telegraph Road, Suite 2665

Bingham Farms, MI 48025

Cost: \$89 Members/ \$119 Non-Members

Rhonda Dosh, HCCP, COS, CAM

Lockwood Management

Rhonda Dosh is Senior Compliance Specialist for Lockwood Management Company. Ms. Dosh earned a Bachelor of Arts Degree in Sociology from the University of Michigan. In addition, Ms. Dosh is a Certified Credit Compliance Specialist (C8P), a Housing Credit Certified Professional (HCCP), and a Certified Occupancy Specialist (COS). She earned a Certified Apartment Manager (CAM) designation from the National Apartment Association (NAA) and is a licensed Real Estate Salesperson in the State of Michigan. She has previously served as a board member for the Property Management Association of Michigan. She has twelve years experience in property management with eleven years in the affordable housing industry with a current portfolio that includes Tax Credit, HUD Section 8, HUD Section 236, HOME, and bond programs.

Sarah Rockafellow

MSHDA

Sarah Rockafellow has been employed with the Michigan State Housing Development Authority since April 2000. She currently works in the Performance-Based Contract Administration program where she oversees the TRACS/Housing Assistance Program area for more than 400 properties. She graduated with a degree in Business Administration with a major in Logistics from Central Michigan University. She has also completed the Certified Assisted Housing Manager training.

Please RSVP by Tuesday, April 21, 2009

E-mail to info@dmaa.net or fax to 248-594-9804 or register online at www.dmaa.net

No Shows will be billed

Company/Community

Address

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Name of Attendees

Make checks payable to "DMAA" 30700 Telegraph Road, Suite 2665, Bingham Farms, MI 48025

Reference "Special Claims"