

Tenant Selection Plan, 4350.3 Travel Version Handbook, Customized HUD Compliance Forms Package & Misc. Products

Property Name _____ Subsidy Type _____

Management Company _____

Contact Name _____ Title _____

Email _____ Phone _____

Billing Contact Name _____ Title _____

Billing Address _____

Billing Phone _____ Billing Email _____

Tenant Selection Plan:

This is designed as a "do-it-yourself" Tenant Selection Plan for those who are familiar with HUD regulations, want to ensure that they are aware of Plan options, and want to ensure that their Plan meets HUD's regulations. Color coding provides instructions for various subsidy types, and designates areas for you to review and insert your own information and options. A customized version is also available.

_____ Standard Tenant Selection Plan template	\$150.00
_____ Custom Tenant Selection Plan	\$350.00

House Rules:

House Rules are recommended by HUD. They Provide structure for treating tenants equitably and are used in conjunction with your tenant lease. Color coding provides instructions and designates areas for you to review and insert your own information and options. A customized version is also available.

_____ Standard House Rules template	\$150.00
_____ Custom House Rules	\$350.00

4350.3 Travel Version Handbook:*

PMCS has reduced the size of HUD's 4350.3 Handbook! The original text is still intact; the book has simply been re-formatted to reduce size and weight.

_____ 4350.3 Travel Version Handbook with Searchable CD	\$ 99.00
_____ Searchable CD ONLY	\$ 50.00
_____ Searchable CD for Existing Paid Handbook Clients	\$ 40.00

***Please add 8% sales tax. If you are Tax Exempt, please provide your Tax Exempt form.**

HUD Compliance Forms Package:*

Personalized Forms Package in a labeled and indexed binder, along with all forms included on CD. Includes required forms for: Tenant waiting list and applications; verification of income, assets and expenses; move-in process, and annual and interim recertifications.

_____ Personalize HUD Compliance Forms Package and CD \$299.00

_____ Personalized HUD Compliance Forms Package - CD ONLY \$199.00

***Please add 8% sales tax. If you are Tax Exempt, please provide your Tax Exempt form.**

Tenant File Compliance Package:

Custom HUD Compliance Forms Package on CD which includes a 6-part model of proper tenant file organization, up to 1 hour of tenant file consulting, PMCS audit of any 4 tenant files for MI, MO, or current recertifications, and an audit worksheet with findings noted.

_____ Tenant File Compliance Package with Consulting \$1,000.00

Model Tenant File:

Includes a 6-part tenant file folder model and up to one hour of PMCS consulting regarding tenant files.

_____ Model Tenant File with up to one hour of tenant file consulting \$199.00

Please note: We offer our services, using the industry knowledge that we have acquired over the years, to prepare/review required documentation, and or provide training and consulting to reduce and/or eliminate findings on your next Management and Occupancy Review. The services detailed above do not, however, imply or guarantee that when your Contract Administrator performs an actual Management and Occupancy Review, they will not have questions or apply differing interpretations of policies due to the inconsistency and countless interpretations that exist among HUD, the PBCA's, and in the Affordable Housing Industry in general. Variability in citations/comments is a common occurrence within the industry, and is beyond anyone's control.

Payment Options

Total Retainer for Services Selected * \$ _____

For Property Name _____

*Please include 8% tax on all 4350.3 Travel Version and HUD Compliance Forms Package orders

You can elect to pay by either credit card or by check. We accept credit card payments via PayPal, a trusted service used by thousands of businesses across the world. If you choose to pay with PayPal, you will be contacted immediately by Matt Simon upon receipt of this order form. Please select your method of payment. **To avoid delays, please fully complete and mail both pages of this order form along with your payment.**

Method of payment:

_____ I wish to pay by check

_____ I wish to pay with PayPal

Please make checks payable to:

**PMCS, Inc.
829 West Genesee St.
Syracuse, NY 13204**

Please reference Property Name and Services Selected on memo line of check

FOR OFFICE USE ONLY PLEASE:

Sent by ___ Website ___ Date _____

Check # _____ Amount _____

Rec'd by _____ Date _____

Invoice Number _____

APPROVED BY:

Name (please print)

Signature

Title

Date