



VCDC MANAGER TRAINING PLAN

For Managers with less than 2 years Tax Credit Compliance or Property Management experience

I. Elizabeth Moreland On-Line Compliance Training

The following courses are required:

- a) Housing Credits 101
- b) Fair Housing 103
- c) Housing Credits 103
- d) Housing Credits 204
- e) Housing Credits 205
- f) Housing Credits 245
- g) Housing Credits 505

All courses should be completed within 90 days of the beginning of lease up.

II. VHDA LIHTC Compliance Workshops

- a) Fundamental Tax Credit Training
- b) Income/Assets Training
- c) Advanced Tax Credit Training

All courses should be completed within 12 months.

III. Marketing and Leasing: Multifamily Properties – IREM

2008 schedule of courses has not been released.

This course should be completed within 12 months.

IV. Landlord-Tenant Law – TBD

This training should be scheduled as soon as one is available in your area or in the vicinity.

****Certificates of completion should be faxed to VCDC Asset Management Portfolio Director before deadline listed.****