



New York State Division of Housing and Community Renewal

25 Beaver Street
New York, NY 10004

HOUSING MANAGEMENT BUREAU MEMORANDUM # 2008-B-04

To: All Housing Companies
Owners, Managing Agents, and Site Managers

From: David B. Cabrera, Deputy Commissioner

Date: February 20, 2008

Subject: Housing Information and Resource Conference

UPDATE

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The Management Bureau is pleased to announce that **Liz Bramlet, a Senior Trainer from Quadel Consulting Corporation**, will be conducting the following two Workshops at our Housing and Resource Conference to be held on April 2nd through April 4th at the Sagamore Hotel and Conference Center:

1) Managing Properties with Multiple Subsidies

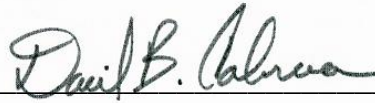
Are you planning on using low income housing tax credits to rehabilitate a HUD-assisted property? Are you decoupling a Section 236 property and refinancing it by using private activity bonds and tax credits? Do you want to understand the complexities of operating a property that must comply with both HUD and LIHTC requirements? If you answered yes to any of these questions, you want to attend this session on managing properties with multiple subsidies. Hear Liz Bramlet of Quadel discuss how to manage a property when you must keep both HUD and the IRS happy. Learn how to stay out of trouble before trouble happens to you.

2) Initiating the Credits at Your Acquisition/Rehab Property

Are you planning on using low income housing tax credits to rehabilitate an existing property? Do you want to know how to plan your rehabilitation in order to maximize the value of your credit allocation? Do you want to know how to plan and track the relocation of your residents during the rehab period? If you answered yes to any of these questions, you want to attend this session on LIHTC acquisition/rehab properties. Hear Liz Bramlet discuss how to plan the rehabilitation of your property in order to get the most from your credit allocation.

Once again, we wish to remind you that participants are responsible for making lodging arrangements directly with the Sagamore.

If you have any questions regarding this Conference, you may contact Linda Kedzierski, Federal Coordinator, at (212) 480-2021, or email her at LKedzierski@dhcr.state.ny.us.

A handwritten signature in black ink, reading "David B. Cabrera", is positioned above a horizontal line.

David B. Cabrera



State of New York Division of Housing and Community Renewal
Office of Housing Operations
Wednesday April 2nd – Friday April 4th, 2008

RESERVATION INFORMATION (Please type or print legibly)

Accommodations will be occupied by:

Name(s): Mr. /Ms. /Dr. _____

Company _____

Address _____

City _____ State _____ Zip Code _____

Telephone (_____) _____ - _____ Ext _____

Arrival Date _____ Departure Date _____

Accommodations over the dates of this conference
require a 2 night minimum stay)

of Adults _____

of Children _____ Ages _____

LIST ROOMMATE (Sending Separate Reservation Forms)

1. _____

Fax (_____) _____ - _____

CUTOFF DATE: March 1st, 2008

Please reserve your room before the cutoff date indicated above, **by mailing or faxing** this completed form to the address listed at the bottom of this page. Reservations will not be accepted over the telephone until after the cutoff date, and then are subject to general availability.

Check-in time: 4:00pm Check-out time: 11:00am

CONFERENCE RATES:

Room Type	Single	Double/Per Person
____ Lodge Room	\$430.00	\$620.00/\$310.00pp
____ Lodge Suite	\$470.00	\$660.00/\$330.00pp
____ Hotel Room	\$450.00	\$640.00/\$320.00pp
____ Hotel Suite	\$490.00	\$680.00/\$340.00pp

All of our guestrooms and public areas are non-smoking.

There are a limited number of accommodations available within each room type category. When one category fills you will be assigned to the next category at the corresponding rate. Please label your choices in order of preference, #1 and #2. **See the back of this form for Room Type Descriptions. ** Please be aware that special requests such as location and/or bed type are fulfilled whenever possible, but are NOT GUARANTEED.**

CONFERENCE PACKAGE:

Special Package Rate includes accommodations for Wednesday 4/2 and Thursday 4/3, as well as the group dinner on Wednesday 4/2, group breakfasts on Thursday 4/3 and Friday 4/4, and the group lunch on Thursday 4/3. The Package rate includes all service charges for these meals and the resort service charge for the room. Rates are subject to 7% NYS Sales Tax & 4% Warren County Occupancy Tax, unless tax exempt status has been approved.

ADDITIONAL INFORMATION:

Please refer to the back of this form for additional information about The Sagamore and visit our web site at www.thesagamore.com

DEPOSIT POLICY:

All reservations must be secured with a deposit equal to total package price listed, which must include the service charges listed. The total deposit will be applied to your designated length of stay.

Please send a check, money order or indicate your credit card, date of expiration and amount to be charged below. Your credit card will be charged upon receipt of the information below.

Credit Card Company _____ Exp. Date _____

Account # _____ Amount _____

Security Code (Last three digits on back of card) _____

Name on Card _____

Signature _____

____ Please initial here if this card is not the attendee's and it is to be used for payment of the balance for this room reservation (excluding incidentals). **If so, the full amount due will be charged at time of booking.**

CANCELLATION POLICY:

Should you cancel more than 14 days prior to your arrival date, your deposit will be refunded less a \$35.00 processing fee. Should you cancel within 14 days of your arrival, or shorten your stay, it will result in forfeiture of your deposit.

TAX EXEMPT INFORMATION:

If your New York State tax exempt organization is paying for your stay, the following information applies:

A completed ST 119.1 form as well as a **copy of your form of payment** (Company Check or Company Credit Card) must be received with this form.

If paying by personal check, credit card or cash, the following information applies:

NYS Employees or Employees of its political subdivisions:

A completed AC-946 form must be received with this form. Proper identification will need to be shown at check-in.

US Government Employees:

A completed ST-129 form must be received with this form. Proper identification will need to be shown at check-in.

Group Code: **A 51G903**

Return this form with deposit to:

The Sagamore Reservations Department, P.O. Box 450, Bolton Landing, NY 12814-0450
518-644-9400 ext. 5300 or 1-800-358-3585 * Sagamore Reservations Fax Number: 518-743-6211