

Texas State Affordable Housing Corporation Compliance Review Observation Report

White Rock
Street Address
San Antonio, TX
Owner: Commonwealth Multifamily
INSPECTION DATE: April 15, 2014
Inspector's Name: Mindy Taylor

Number of Units:	Number of required LI units:	Number of required VLI units:		
COMPLIANCE AUDIT		YES	NO	N/A
1) Are procedures that ensure compliance with the set aside requirements and rent requirements effective?		X		
2) Is the property accepting Section 8 households?			X	
3) Is the income to rent ratio for Section 8 households less than 2.5?				X
4) Are the rent increases smaller than 5%?		X		
5) Is there any discriminatory language on the Application for Tenancy or Occupancy Qualifications?			X	
6) Does the lease or rental agreement inform the resident of Very Low Income/Low Income and Recertification requirements?		X		
7) Is additional monitoring by TSAHC recommended?			X	
COMMENTS:				

SET-ASIDES	YES	NO	N/A
1) Do the files reviewed establish that the property is meeting the Low Income residency requirement whereby 75 percent of the units are rented to tenants whose adjusted income is 80 percent or less of the median gross income for the Metropolitan Statistical Area where the property is located?	X		
2) Do the files reviewed establish that the property is meeting the Very Low Income residency requirement?	X		
3) Are the set-aside units evenly distributed?			
a) No more than 60% of the set-aside requirements consist of one unit type?	X		
b) No less than 20% of the set aside requirements consist of any particular unit type?	X		
4) If either of the set asides have not been met, are any units :			
a) Rented for less than 30 days, not including month-to-month?		X	
b) Utilized as a hotel, motel, dormitory, fraternity house, sorority house, rooming house, nursing home, hospital, sanitarium, rest home, or trailer court or park?		X	
c) Leased to a corporation, business or university?		X	
d) Owned by a cooperative housing corporation?		X	
e) Not available for rental on a continuous basis to members of the general public?		X	
COMMENTS:			

UNITS WALKED			
(units vacant and unready for extended period of time and all down units)			
Unit #	USR Designation	New Designation	Comments
NA			
COMMENTS:			

RESIDENT SERVICES	YES	NO	N/A
1) Does the programming appear to cater to the resident profile of the property?	X		

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2) Does the programming appear to be effective? Discuss your observations in the comments section below. Provide examples of the program effectiveness or ineffectiveness.	X		
3) Is there a resident services notebook available to review?	X		
4) TSAHC provided Technical assistance regarding:			
a) Resident attendance	X		
b) Frequency of service provided	X		
c) Transportation provided for off site services		X	
d) Notification to residents of services		X	
e) Number or type of services	X		
f) Survey of residents		X	
g) On-line reporting		X	
5) Does the property comply with the resident services requirement?	X		

COMMENTS:

OFFICE	YES	NO	N/A
1) Is the office neat, the desk uncluttered?	X		
2) Are accurate office hours posted?	X		
3) Are the following displayed in full view:			
a) Occupancy Qualifications?	X		
b) Fair Housing Poster?	X		

COMMENTS:

RESIDENT FILE REVIEW	YES	NO	N/A
1) Are there any Next Available Unit Rule Violations?		X	
2) Does the file audit establish that residents are being recertified on an annual basis?	X		
3) Does the owner maintain all records relating to resident income certifications, together with supporting documentation?	X		
4) Does the Owner/Agent make an effort to determine that the income certification provided by the resident is accurate?	X		
5) Does the file audit indicate that staff needs additional training?		X	

COMMENTS: The file review reflected very organized files and few errors.

If a new household moves in to any of the units with Findings (listed below), instead of submitting the required Corrective Action documents, submit with your response: the application for tenancy, the verifications, the Income Certification, and the 1st page of the lease for the new household occupying the unit.

Unit	Finding	Corrective Action Requirement
423	This is an employee unit and the rental concession addendum does not clearly state the rent discount.	Update the rental concession addendum and/or the lease to so that the concession amount can clearly be determined.
437	The assets disclosed for this household exceed \$5,000 and were not verified with back up documentation.	Obtain documentation for all assets in this household for the last 6 months. If income from the assets is found, add the income to the Tenant Income Certification and update the total household income on the Tenant Income Certification and Unit Status Report. Submit a copy of the asset documentation and the Tenant Income Certification in response to this review.

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612	The student status form found in the file does not clarify which household members are full time students.	Obtain clarification regarding the full time students in the household. Submit documentation in response to this review.
913	This household had a significant change in income that is not clarified in the file.	Obtain clarification regarding the change in income. Submit a copy of the clarification in response to this review.
1223	The income documentation for this household is not consistent with typical pay cycles. The check stubs used for this household were from July 30, 2013 and July 31, 2013.	Obtain clarification regarding income for this household. Clarification should ideally be additional check stubs. If the clarification creates a change in household income, update the Tenant Income Certification and Unit Status Report. Submit income clarification documentation and a copy of the Tenant Income Certification in response to this review.
1313	The effective date listed on the Tenant Income Certification is different than the effective date listed on the Unit Status Report.	Update the Unit Status Report to reflect the correct effective date.

COMMENTS:

Finding:

- The above issues are considered Findings and corrective action must be submitted to TSAHC before or on May 23, 2014.

SUMMARY OF FINDINGS AND OBSERVATIONS

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