



# Texas State Affordable Housing Corporation

## Compliance Review Observation Report

2) Do the resident services appear to be effective? Discuss your observations in the comments section below.	X		
3) Is the property meeting the Resident Service requirements as required by the Regulatory Agreement and Asset Oversight and Compliance Agreement?	X		
4) Is management monitoring the following:			
a) Resident attendance	X		
b) Frequency of service provided	X		
c) Notification to residents of services	X		
d) Number or type of services	X		
e) Survey of residents	X		
5) Is management properly submitting monthly Resident Service reports through the Compliance System?	X		
6) Did TSAHC provide any Technical Assistance regarding Resident Services?		X	
<b>COMMENTS:</b>			

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		
<b>COMMENTS:</b>			

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

**COMMENTS:** The discrepancies listed below were corrected prior to the submission of the report. Based on the discrepancies noted, management was advised of the importance of signing all necessary documents and ensuring the data on the TSHAC Unit Status Report (USR) is accurate.

**Observations:**

The following items were found to be incorrect or inconsistent during the file review:

- **Unit 15:** The tenant and housing rent listed on the USR did not match the rent on the HUD-50059.
- **Unit 22:** The total household income listed on the USR did not match the total household income on the initial Tenant Income Certification (TIC) form. In addition, the tenant and housing rent listed on the USR did not match the rent listed on the HUD-50059.

*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, all income and asset verifications, the executed Income Certification, and the 1<sup>st</sup> page of the lease for the new household occupying the unit.*

Unit	Finding	Corrective Action Requirement
N/A		

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COMMENTS:

## SUMMARY OF FINDINGS AND OBSERVATIONS

No Findings.

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