

# Texas State Affordable Housing Corporation Compliance Review Observation Report

**Vista Rita Blanca**  
701 Maynard St., Dalhart, Texas 79109

**Owner:** Guadalupe Economic Services Corp. (GESC) **Date Built:** 2014  
**Management Company:** JL Gray Company **Property Manager:** Matt Talley  
**Inspection Date & Time:** August 9, 2106 at 9:00 a.m. **Inspector's Name:** Celina Mizcles

**Number of Units:** 28      **Number of required LI units:** 28      **Number of required VLI units:** N/A

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 Recertification requirements?	X		
7)	Is additional monitoring by TSAHC recommended?		X	

**COMMENTS:**

SET-ASIDES		YES	NO	N/A
1)	Is the property meeting all occupancy restrictions required by the property's Regulatory Agreement and Asset Oversight and Compliance Agreement?		X	
2)	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
3)	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:** On ..... 3C details and Market status.

## UNITS WALKED

Unit #	USR Designation	New Designation	Comments
1B	80%	80%	
2D	80%	80%	
3C	Market	Market	This unit is out of compliance.
3D	80%	80%	

**COMMENTS:** On 12/30/2015, Unit 3C was occupied by a household that was over income. The Market unit designation will remain until the unit is re-occupied by an eligible household.

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

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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> Management stated they plan to start surveying the residents to ensure management is providing services of interest.			

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:** On 12/30/2015, Unit 3C was occupied by a household that was over income and therefore, not eligible for the program.

**Findings:**

- The tenant file for unit 4C was missing the TSAHC required Health & Safety form.
- On 12/30/2015, Unit 3C was occupied by a household that was over income and therefore, not eligible for the program. In order to bring the property back into compliance, the property must occupy the unit with an eligible household and provide copies of the: application, necessary verifications, Income Certification, and first page and signatory page of the lease.

***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
4C	TSAHC required Health & Safety form was not in the tenant file.	Submit an executed copy of the Health & Safety form to TSAHC no later than <u>09/24/2016</u> .
3C	On 12/30/2015, Unit 3C was occupied by a	In order to bring the property back into compliance, occupy the unit with an

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	household that was over income.	eligible household and provide copies of the: application, necessary verifications, Income Certification and first page and signatory page of the lease.
<b>COMMENTS:</b>		

### SUMMARY OF FINDINGS AND OBSERVATIONS

No observations.

**Findings:**

- The tenant file for unit 4C was missing the TSAHC required Health & Safety form. Management must submit an executed copy of the Health & Safety form to TSAHC no later than 09/24/2016.
- On 12/30/2015, Unit 3C was occupied by a household that was over income and therefore, not eligible for the program. In order to bring the property back into compliance, the property must occupy the unit with an eligible household and provide copies of the: application, necessary verifications, Income Certification, and first page and signatory page of the lease.