

The Willows

1332 Lamar Square Dr., Austin, Texas 78704

Owner: Mary Lee Community

Date Built: 2010

Management Company: Mary Lee Community

Property Manager: Max Courtney

Inspection Date & Time: November 4, 2016 at 9:00 a.m. Inspector's Name: Celina Mizcles

Number of Units:	64	Number of required LI units:	51	Number of required VLI units:	13	
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:						

UNITS WALKED			
Unit #	USR Designation	New Designation	Comments
105	50	50	
115	50	50	
213	50	50	
215	50	50	
409	50	50	
COMMENTS:			

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

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	
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) 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: During the review of files, the review noticed the use of white out and incomplete forms.

- White-out: It was observed that white-out was used on a couple of tenant applications. Applications are not being completed in their entirety. This practice is discouraged. Should changes need to be made, cross out original information re-write correct information, and initial the corrections made.
- Incomplete Forms: Applications and Unemployment forms must be completed by the household to screen for all sources of income and assets. This tool should be used to identify sources of income and assets that would need to be verified. Management is reminded to their entirety prior to management accepting them.

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 1st page of the lease for the new household occupying the unit.

Unit	Finding	Corrective Action Requirement

COMMENTS: N/A

SUMMARY OF FINDINGS AND OBSERVATIONS

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No Findings.