

Texas State Affordable Housing Corporation Compliance Review Observation Report

Win Lin
 5700 Wabash, Amarillo, TX 79109
Owner: RHAC – Win Lin, LLC **Date Built:** 1983
Management Company: J. Allen Management Co., Inc. **Manager:** Lisa Phillips
Inspection Date & Time: August 10, 2016 at 8:00 a.m. **Inspector's Name:** Celina Mizcles

Number of Units: 50	Number of required LI units: 50	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:

UNITS WALKED

Unit #	USR Designation	New Designation	Comments
8	60%	60%	
18	60%	60%	
31	60%	60%	

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		

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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 onsite file review, a few discrepancies were noted:

- Discrepancies between the information on the TIC versus the information uploaded to the USR (units 5, 21, and 39). Management was advised to update the USR.
- Leases were missing in the files for units 34 and 44. Management certified that the leases are now in the tenant files.
- The income was calculated incorrectly for the household in unit 25; the pay check stubs indicated the pay period is bi-weekly not semi-monthly. The household remains eligible for the program. Management has updated the Income Certification and the TIC.
- The TIC/HUD50059 was missing for the tenant file in unit 47. See Finding below.

Prior to the issuance of this report, management submitted the corrections to the items listed above.

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.

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Unit	Finding	Corrective Action Requirement
47	Tenant Income Certification was not in the tenant file.	Provide a copy of and executed Income Certification. On 8/19/2016, management provided TSAHC with a copy of the executed Income Certification. The Finding is closed.
COMMENTS:		

SUMMARY OF FINDINGS AND OBSERVATIONS
No Observations of Findings.