Texas State Affordable Housing Corporation Compliance Review Observation Report

	Los Ebanos Apartments 2133 Barnard Rd., Brownsville, TX 78520	0			
Owr	er: RHAC – Los Ebanos, LLC Date Built:1981				
Man	agement Company: Capstone Real Estate Services Property Manager: Erika	a Gomez			
Insp	ection Date & Time: March 22, 20187 at 8:30 a.m. Inspector's Name: Celina	a Stubbs			
Nu	nber of Units: 65 Number of required LI units: 65 Number	of required VL	l units:	0	
	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?	х			
3)	Is the income to rent ratio for Section 8 households less than 2.5?	x			
4)	Are the rent increases smaller than 5%?	х			
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?					
7)	7) Is additional monitoring by TSAHC recommended? X				
COM	IENTS:			•	

	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?	х		
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?	Х		
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?		Х	
	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?		Х	
	d) Owned by a cooperative housing corporation?		Х	
	e) Not available for rental on a continuous basis to members of the general public?		Х	

COMMENTS:

UNITS WALKED USR New Unit # Comments Designation Designation 21 60% N/A 32 60% N/A 44 60% N/A 64 N/A 60% COMMENTS:

RESIDENT SERVICES	YES	NO	N/A
1) Do the resident services appear to cater to the resident profile of the property?	Х		
2) Do the resident services appear to be effective? Discuss your observations in the comments section below.	х		

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OMMENTS:		<u> </u>	
6) Did TSAHC provide any Technical Assistance regarding Resident Services?		x	
 Is management properly submitting monthly Resident Service reports through the Compliance System? 	х		
e) Survey of residents	х		
d) Number or type of services	x		
c) Notification to residents of services	X		
b) Frequency of service provided	x		
a) Resident attendance	х		
Is management monitoring the following:			
3) Is the property meeting the Resident Service requirements as required by the Regulatory Agreement and Asset Oversight and Compliance Agreement?	Х		

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		
OMMENTS		•	•

COMMENTS:	
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RESIDENT FILE REVIEW	YES	NO	N/A
 Does the owner maintain all records relating to initial resident income certifications, together with supporting documentation? 	x		
 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?			х
5) Does the file audit indicate that staff needs additional training?		Х	

COMMENTS: The following file issues were noted during the onsite visit:

- Unit 17: The Under \$5,000 Asset Certification form was not in the file.
- Unit 34: The affordable lease addendum was not in the file.
- Health and Safety Form: TSAHC's Health and Safety form was not in the files for units 5, 9, 21, 44, 55, and 57.
- Unit Status Report (USR): Discrepancies specific to the initial income and/or rent amounts listed on the USR and Tenant Income Certifications were noted for units 5, 17, 31, 34, 43, and 44.

All of the missing documentation noted above was competed and submitted to TSAHC for review prior to the issuance of this report. Management is advised to go through TSAHC's USR to ensure that the household's initial income, current tenant rent and housing assistance rent amounts are listed accurately.

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	
N/A			
COMMENTS:			

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SUMMARY OF FINDINGS AND OBSERVATIONS

No Findings or Observations.