

Texas State Affordable Housing Corporation

Compliance Review Observation Report

COMMENTS:

RESIDENT SERVICES	YES	NO	N/A
1) Do the resident services appear to cater to the resident profile of the property?	X		
2) Is the property meeting the Resident Service requirements as required by the Regulatory Agreement and Asset Oversight and Compliance Agreement?	X		
3) 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		
4) Did TSAHC provide any assistance regarding Resident Services based on the review conducted during the onsite visit?		X	
5) Is management properly submitting monthly Resident Service reports through the Compliance System?	X		
6) In the last 12 months, has TSAHC provided any assistance regarding the monthly Resident Service reports submitted through the Compliance System? If so, comment below.		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: Management did a great job correcting all compliance inconsistencies prior to the issuance of the Compliance Report. During the tenant file review, the reviewer noticed a few discrepancies between the move-in and effective dates, incomes, tenant paid rent, and assistance payment amounts listed on the HUD 50059 versus the monthly rental amounts on the TSAHC Unit Status Report (USR). The discrepancies were noted for units 12C, 22B, 23D, and 24D. It was apparent that this was an oversight as management is aware of updating these amounts on the USR as they change. The TSHAC Healthy and Safety form was missing for units 5A, 13D, 14C, 15C, and 16B. Management provided a signed copy prior to the completion of the report. Management is encouraged to be diligent about obtaining the Health and safety form and storing it in the file in a consistent place.

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.

Texas State Affordable Housing Corporation Compliance Review Observation Report

Unit	Finding	Corrective Action Requirement

COMMENTS:

SUMMARY OF FINDINGS AND OBSERVATIONS

Observation:

- On the day of the site visit the property manager stated that at some point in the last few months fence and/or paint contractors have occupied a vacant unit while completing work at the property. Such actions would be a direct violation of the properties compliance agreement. One hundred percent of the units for this project are set aside for households at or below 60% AMI. Each household must apply and meet all of the compliance qualifications prior to move in. The vacant units at the community were walked by the reviewer on the day of the site visit. The units did not appear to have any unqualified occupants residing in them at this time.