Texas State Affordable Housing Corporation Compliance Review Observation Report

Tealwood Apartments

5300 Professional Drive, Wichita Falls, Texas 779302

Owner: Dalcor Affordable Housing I, LLC Date Built: 2004

Management Company: Dalcor Management, LLC Compliance Director: Deneice Keck

Inspection Date & Time: April 18, 2018 at 8:00 a.m. Inspector's Name: Celina Mizcles Stubbs

Nur	mber of Units:	180	Number of required LI units:	180	Number o	of required VL	_I units:	0
			COMPLIANCE AUDIT			YES	NO	N/A
1)	Are procedures effective?	that ensure	compliance with the set aside requireme	nts and rent re	quirements	x		
2)	2) Is the property accepting Section 8 households?					Х		
3)	3) Is the income to rent ratio for Section 8 households less than 2.5?					Х		
4)	4) Are the rent increases smaller than 5%?				х			
5) b	5) Does the Application for Tenancy or Occupancy Qualifications exclude language that may appear to be discriminatory?				at may appear to	х		
6)	Does the lease or rental agreement inform the resident of Very Low Income/Low Income Recertification requirements?				ome	х		
7)	Is additional mor	nitoring by T	SAHC recommended?				х	

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?	х		
2)	Are the set-aside units evenly distributed?			
	a) No more than 60% of the set-aside requirements consist of one unit type?			Х
	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	

UNITS WALKED

Unit #	USR Designation	Comments
103	60%	
315	60%	
623	60%	
709	60%	
712	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) Is the property meeting the Resident Service requirements as required by the Regulatory Agreement	v		
and Asset Oversight and Compliance Agreement?	^		

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3) Is management monitoring the following:				
a) Resident attendance	х			
b) Frequency of service provided	х			
c) Notification to residents of services	х			
d) Number or type of services	х			
e) Survey of residents	х			
4) Did TSAHC provide any assistance regarding Resident Services based on the review conducted during the onsite visit?		х		
5) Is management properly submitting monthly Resident Service reports through the Compliance System?				
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.				

COMMENTS: Based on a review of the February 2018 Resident Service report, management submitted Business Center and Fax/Copy as two separate service types. However TSAHC considers these services as one; therefore, the reviewer recommends submitting them as one service type entry moving forward.

OFFICE	YES	NO	N/A	
1) Is the office neat, the desk uncluttered?	Х			
2) Are accurate office hours posted?	Х			
3) Are the following displayed in full view:				
a) Occupancy Qualifications?	Х			
b) Fair Housing Poster?	Х			
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?	х		
2) Does the Owner/Agent make an effort to determine that the income certification provided by the resident is accurate?	х		
3) Does the file audit establish that residents are being recertified on an annual basis?	х		
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 reviewer noted discrepancies between the information listed on the Unit Stats Report (USR) and the information listed on the documents in 5 tenant files: units 305, 511, 521, 721 (tenant rent and housing assistance amounts) and 513 (number of household members). Prior to the issuance of the report, management provided documentation to support that the tenant data is accurately reflected on the URS. In addition, full-time student exemption verification was missing for the household in unit 608.

Finding:

 Unit 608: The household is comprised of full-time students. The file suggests that the household qualified under an exemption because the adults were married and can file joint tax returns. However, the file did not contain verification of the exemption (i.e., copies of the tax returns that are required at the time of move-in and at the time of annual recertification.

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
608	The file suggests that the household qualified	Management must provide verification of the full-time student household exemption in order for the unit to maintain its low-income designation. If management is not able to verify the exemption the unit loses the low-

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file did not contain verification of the exemption	Income designation. The unit will regain its low-income designation when an eligible household occupies the unit, Please submit supportin documentation to TSAHC no later than May 26, 2018.
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COMMENTS:

SUMMARY OF FINDINGS AND OBSERVATIONS

No Observations.

Finding:

• Unit 608: The household is comprised of full-time students. The file suggests that the household qualified under an exemption because the adults were married and can file joint tax returns. However, the file did not contain verification of the exemption (i.e., copies of the tax returns that are required at the time of move-in and at the time of annual recertification. Management must provide verification of the full-time student household exemption in order for the unit to maintain its low-income designation. If management is not able to verify the exemption the unit loses the low-income designation. The unit will regain its low-income designation when an eligible household occupies the unit, Please submit supporting documentation to TSAHC no later than May 26, 2018.