

Texas State Affordable Housing Corporation Compliance Review Observation Report

Gateway Northwest Apartments
1617 Northwest Blvd., Georgetown, Texas 78628

Owner: THF Georgetown Gateway Northwest. Ltd. **Date Built:** 2015
Management Company: THF Housing Management Corp. **Property Manager:** Blaire Bigelow
Inspection Date & Time: June 18, 2019 at 9:30 a.m. **Inspector's Name:** Celina Mizcles Stubbs

Number of Units: 180 **Number of required LI units:** 72 **Number of required VLI 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?	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)	Does the Application for Tenancy or Occupancy Qualifications exclude language that may appear to be discriminatory?	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	Comments
333	60%	
524	60%	
727	60%	
813	60%	
933	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)	Is the property meeting the Resident Service requirements as required by the Regulatory Agreement and Asset Oversight and Compliance Agreement?	X		

Texas State Affordable Housing Corporation

Compliance Review Observation Report

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: The following issues were noted during the tenant file reviews:

- Unit 926: The pay check stubs obtained from David's Bridal was calculated as semi-monthly, however the pay frequency is bi-weekly. The difference in income did not affect household eligibility. Management needs to recalculate income and update the Income Certification form and the Unit Status Report (USR). Management submitted the corrected documents prior to the issuance of this report.
- USR updates: There were a couple of discrepancies on the May report. The incorrect rents were listed for units 414 and 417, and the number of household members was incorrect for unit 626. Management was advised to update the USR. Management corrected the USR prior to the issuance of this report.

Note: Three of the nine buildings require full annual recertification (i.e., income and asset verification).

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:		

Texas State Affordable Housing Corporation
Compliance Review Observation Report

SUMMARY OF FINDINGS AND OBSERVATIONS

No Findings or Observations.