

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: The Resident Services program appears to be running well with no concerns. | | | |

| 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 Unit Status Report (USR) and income calculation inconsistencies prior to the issuance of the Compliance Report. During the tenant file review, the reviewer noticed unit 826 had the incorrect rent amounts entered in the USR. In addition, the income calculations were slightly off for units 1235 and 613. Unit 1235 accidentally entered the wrong amount for one of the check stubs and unit 613 used the incorrect amount of pay periods. Neither mistake effected the eligibility of the households, however both corrections were made and the USR was updated. | | | |

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 |
|------------------|---------|-------------------------------|
| NA | | |
| COMMENTS: | | |

| SUMMARY OF FINDINGS AND OBSERVATIONS |
|--------------------------------------|
| No Observations or Findings. |

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