## Texas State Affordable Housing Corporation Compliance Review Observation Report

### **Tealwood Apartments**

5300 Professional Dr., Wichita Falls, Texas 76302

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

Management Company: Dalcor Management Property Manager: Deneice Keck

Inspection Date & Time: May 16, 2019 at 8:00am

Inspector's Name: Celina Mizcles Stubbs

Number of Units: 180 Number of required LI units: 180 N					Number of requ	lumber of required VLI units: 0		
			COMPLIANCE AUDIT		YES	NO	N/A	
1)	Are procedures effective?	that ensure	compliance with the set aside requireme	nts and rent requirements	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?				х				
4) Are the rent increases smaller than 5%?				х				
5) Does the Application for Tenancy or Occupancy Qualifications exclude language that may appear to be discriminatory?				° x				
6)	Does the lease of Recertification re	0	eement inform the resident of Very Low II ?	ncome/Low Income	х			
7)	ls additional mo	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
115	60%	
117	60%	
314	60%	
503	60%	
524	60%	
624	60%	
703	60%	

#### COMMENTS:

RESIDENT SERVICES		NO	N/A
Do the resident services appear to cater to the resident profile of the property?	X		

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2) Is the property meeting the Resident Service requirements as required by the Regulatory Agreement and Asset Oversight and Compliance Agreement?	х		
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?	Х		
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.		х	
COMMENTS:			

OFFICE	YES	NO	N/A
1) Is the office neat, the desk uncluttered?			
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
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?		X (see comment)	

**COMMENTS:** The reviewer noted the following discrepancies during the tenant file review:

- Unit 510 and 815: The Tenant Rent and Housing Assistance Rent amounts were not listed correctly on the Unit Status Report (USR).
- Unit 208 and 302: The household's annual income was properly calculated on the calculation tape in the tenant file, however, it was not recorded correctly on the Income Certification.
- Unit 520: It appears that the tenant file was missing a paystub based on the income that was listed on the calculation tape. Prior to the issuance of this report, management provided the reviewer with a copy of the missing paystub. The check stub was sent to the compliance director for final file approval process and it was not placed in the file. Management must ensure that the tenant file contains all documents that supports the household eligibility.

None of the items listed above affect the household's program eligibility, however it is important that items like these are caught and resolved prior to the tenant moving in. In addition, management is also advised to update the USR with tenant rent and housing rent changes. Prior to the issuance of this report, management provided TSAHC supporting documentation that the items noted above have been corrected and/or revised.

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

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verifications, the executed Income Certification, and the 1<sup>st</sup> page of the lease for the new household occupying the unit.

Unit	Finding	Corrective Action Requirement
N/A		
COMMENTS:		

	SUMMARY OF FINDINGS AND OBSERVATIONS
No Observation or Findings.	

Revised January 2018