

# Texas State Affordable Housing Corporation Compliance Review Observation Report

**Salem Village Apartments**  
5201 John Stockbauer, Victoria, Texas 77904

**Owner:** RHAC-Salem Village, LLC                      **Date Built:** 1981  
**Management Company:** J. Allen Management Co.                      **Property Manager:** Genie Brannan  
**Inspection Date & Time:** August 28, 2020 at 9:00 AM                      **Inspector's Name:** Celina Mizcles Stubbs

<b>Number of Units:</b> 105	<b>Number of required LI units:</b> 105	<b>Number of required VLI units:</b> N/A-	
COMPLIANCE AUDIT		YES	NO
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
9B	60%	
22B	60%	
25A	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		
3) Is management monitoring the following:		X		

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a) Resident attendance	X		
b) Frequency of service provided	X		
c) Notification to residents of services	X		
d) Number or type of services	X		
	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 tenant files were submitted timely, and in good order. It is apparent that the Property Manager properly documents initial income certifications and completes annual eligibility certifications timely.

*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 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 Observations or Findings.**