

Texas State Affordable Housing Corporation

Compliance Review Observation Report

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 files were well maintained; however, there were three findings noted (see below).

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/Observation	Corrective Action Requirement
228AA	The household moved into the unit on 1/8/2021 however the Income Certification and supporting documentation was not completed prior to the move-in date.	Management must submit the Income Certification dated 1/8/2021 with all supporting documentation for review. Documents must be dated within 120 days from the move-in date. Management can also recertify the household under current circumstance to ensure program eligibility. The documents are due to TSAHC no later than 9/3/2021.
219AD	The household moved into the unit on 12/15/2020 however the Income Certification and supporting documentation was not completed prior to the move-in date.	Management must submit the Income Certification dated 12/15/2020 with all supporting documentation for review. Documents must be dated within 120 days from the move-in date. Management can also recertify the household under current circumstance to ensure program eligibility. The documents are due to TSAHC no later than 9/3/2021.

Texas State Affordable Housing Corporation Compliance Review Observation Report

5300C	Several deposits were noted in the bank account statements found in the tenant files.	<p>Management must verify deposits made on the following back statements to determine whether the amounts below are undisclosed income for the household:</p> <ul style="list-style-type: none"> • September: \$\$400, \$302, \$400, and \$100 • July: \$300 and \$1,000 • June: \$283, \$244, \$244 • May: \$523 • April: \$688 and \$525 <p>Management must submit clarification forms for these amounts. In addition, if the amounts are deemed to be household income, the Under \$5,000 Asset Form and Income Certification must be updated and submitted for review to TSAHC no later than 9/3/2021</p>
COMMENTS:		

SUMMARY OF FINDINGS AND OBSERVATIONS

No Observations

The Findings noted in the chart above must be responded to no later than September 3, 2021.