

Texas State Affordable Housing Corporation

Compliance Review Observation Report

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 tenant files were well maintained; however, the following items were noted and corrected prior to the issuance of this report.

- Unit 4: The applicant disclosed she is a student, yet the file did not verify student status and the student status on the Income Certifications is incorrect. Management must verify student status and update the forms accordingly. In addition, the supplemental verification to the Employment Verification form disclosed the applicants' hours went from 20 hours to 29.5 hours yet the increased hours was not calculated. Management must recalculate income and correct the Income Certification form and update the Unit Status Report (USR). Corrections received; no further action required.
- Unit 13: The child support amount verified by the Attorney General's Office must be used. In addition, the checking account statements appear to show a different account (Shares 001 and 009). Management must clarify the accounts and verify, if needed. Corrections received; no further action required.

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:

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SUMMARY OF FINDINGS AND OBSERVATIONS

No Observations or Findings.