

Texas State Affordable Housing Corporation Compliance Review Observation Report

Win Lin Apartments			
5700 Wabash, Amarillo Texas 79109			
Owner: RHAC – Win Lin, LLC		Date Built: 1983	
Management Company: J. Allen Management Co., Inc.		Property Manager: Lisa Phillips	
Inspection Date & Time: August 10, 2021, at 8:00 a.m.		Inspector's Name: James Matias	

Number of Units:	50	Number of required LI units:	50	Number of required VLI units:	N/A	
COMPLIANCE AUDIT				YES	NO	N/A
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		
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Unit #	USR Designation	Comments
12	60%	
34	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:						
a) Resident attendance				X		

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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: Management did a great job correcting file inconsistencies prior to the issuance of the Compliance Report. In addition, the manager does a wonderful job at updating the Unit Status Report (USR) with household changes.

- Unit 21: The Tenant Income Certification (TIC) was not signed. In addition, the file did not contain the under \$5,000 Asset Form. This is not consistent with the remainder of the portfolio. Management provided a signed TIC and the under \$5,000 Asset Form on 8/12/2021.
- Unit 36: The Gift Affidavit supporting the income was incomplete. Management provided a complete and signed Gift Affidavit on 8/12/2021.
- Unit 39: The file did not have a current lease. Management provided a current lease on 8/12/2021.
- Unit 44: Social Security income for this file was calculated after deductions. Management recalculated the income with the gross amount prior to deductions and submitted the updated TIC. In addition, the USR was updated.
- Unit 46: The file did not contain the TSAHC Health and Safety Form. Management provided a signed Health and Safety Form on 8/12/2021.

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:

SUMMARY OF FINDINGS AND OBSERVATIONS

No Findings or observations.

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