

Texas State Affordable Housing Corporation

Compliance Review Observation Report

High Plains Apartments			
1607 Iola Avenue, Lubbock, Texas 79419			
Owner: RHAC--High Plains, LLC		Date Built: 1981	
Management Company: J. Allen Management Company		Property Manager: Michelle Gutierrez	
Inspection Date & Time: May 31, 2022, at 12:00 pm		Inspector's Name: Estefania Linares	

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) If either of the set asides have not been met, are any units:				X		
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
3	60%	(Vacant 2x2) – Not Made Ready
38	60%	(Vacant 2x2) – Made Ready
40	60%	(Vacant 2x2) – Not Made Ready
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		
b) Frequency of service provided				X		

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c) Notification to residents of services	X		
d) Number or type of services	X		
e) Survey of residents	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 one tenant file (unit 47) required updated documentation. Management was able to submit the required form prior to finalizing this report. See the finding below.

- Unit 47 – The file was missing the student verification form. Management submitted the required form prior to finalizing this report. No further action is needed.

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 Observations.

No Findings.