

Texas State Affordable Housing Corporation Compliance Review Observation Report

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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 | | |
| 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: Overall, the fill audit went very well; the files were well put together and much of the information was correct. Twenty units were selected for review during the compliance portion of the site visit. During the tenant file review, the reviewer noticed a few discrepancies between the Unit Status Report (USR) and the Tenant Income Certification (TIC). The discrepancies included incorrect move in and effective dates for units 4208 and 8310. In addition, units 2101 and 3101 had annual income on TIC (Part III) that was designate din the incorrect column or for the wrong household member. Last, unit 3105 did not have a TSAHC Health and Safety form in the file. All items above were corrected prior the submission of this report, and household eligibility was not affected.

If a new household moves into 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/Notes |
|------|---------------------|-------------------------------------|
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COMMENTS:

| SUMMARY OF FINDINGS AND OBSERVATIONS |
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| No Findings or Observations. |

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