

# Texas State Affordable Housing Corporation

## Compliance Review Observation Report

### Spring Terrace Apartments

2600 S. Spring St., Amarillo, Texas 79109

**Owner:** RHAC – Spring Terrace Apartments, LLC

**Date Built:** 1983

**Management Company:** J. Allen Management Co. Inc.

**Property Manager:** Patricia Henderson

**Inspection Date & Time:** July 29, 2022, at 2:00 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		
<b>COMMENTS:</b>						

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:			
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	
<b>COMMENTS:</b>				

UNITS WALKED		
Unit #	USR Designation	Comments
N/A		
<b>COMMENTS:</b>		

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		
c)	Notification to residents of services	X		

## Texas State Affordable Housing Corporation Compliance Review Observation Report

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	
<b>COMMENTS:</b>			

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		
<b>COMMENTS:</b>			

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	
<b>COMMENTS:</b> Overall the files were organized and complete.			

*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 1<sup>st</sup> page of the lease for the new household occupying the unit.*

Unit	Finding	Corrective Action Requirement
N/A		
<b>COMMENTS:</b>		

SUMMARY OF FINDINGS AND OBSERVATIONS
<b>No Observations or Findings.</b>