

Texas State Affordable Housing Corporation Compliance Review Observation Report

Tealwood Apartments	
5300 Professional Drive, Wichita Falls, Texas 76302	
Owner: Dalcov Affordable Housing I, LLC	Date Built: 2004
Management Company: Dalcov Management	Property Manager: Renatta Graham
Inspection Date & Time: November 16, 2022 at 8:00 a.m.	Inspector's Name: Celina Mizcles Stubbs

Number of Units: 180	Number of required LI units: 180	Number of required VLI units: N/A
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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:			
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

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: There were a few issues noted during the tenant file review, none of them resulted in ineligible households. See Observation and Finding below.

Observations:

- **Unit Status Report (URS):** The following tenant files require USR updates. The files have discrepancies in household income from the file to the USR (units 101 and 301). Management is reminded, the USR is used as a snapshot of household composition to ensure program eligibility. It is important to have accurate information on submitted USRs.
- **Income and Asset calculations:** Four of the tenant files reviewed required recalculation of income and/or assets (units 213, 603, 707 and 712). Management is reminded to thoroughly screen and verify income and assets to ensure program eligibility.

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
213	The applicant disclosed real estate that was not properly added as an asset.	Verify the real estate asset and update Income Certification form, if needed.
707	Income was calculated incorrectly and the Under \$5,000 Asset Certification was missing a signature.	Recalculate household income, update the Income Certification form and sign the Under \$5,000 Asset Certification form.
712	Income was calculated incorrectly.	Recalculate household income and update the Income Certification form.

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COMMENTS: Prior the completion and issuance of this report, all corrective action was submitted to TSAHC. No further action is required.

SUMMARY OF FINDINGS AND OBSERVATIONS

Observations:

- **Unit Status Report (URS):** The following tenant files require USR updates. The files have discrepancies in household income from the file to the USR (units 101 and 301). Management is reminded, the USR is used as a snapshot of household composition to ensure program eligibility. It is important to have accurate information on submitted USRs.
- **Income and Asset calculations:** Four of the tenant files reviewed required recalculation of income and/or assets (units 213, 603, 707 and 712). Management is reminded to thoroughly screen and verify income and assets to ensure program eligibility.

Finding: The Findings noted above were all corrected prior to the completion and issuance of this report. No further action is required.