# Texas State Affordable Housing Corporation Compliance Review Observation Report

## W. Leo Daniels Apartments

8826 Harrell St, Houston, TX 77903

Owner: W. Leo Daniels Towers I, LP Date Built: 1979

Management Company: J. Allen Management Co.

Property Manager: Demita Hill
Inspection Date & Time: September 15, 2022, at 12:30 P.M.

Inspector's Name: James Matias

inspection bate & Time: September 13, 2022, at 12.30 1.10. Inspection 5 Ivame: James Wattas					
Nu	mber of Units: 100 Number of required LI units (60% AMI): 40 Number of red	quired VLI unit	s (30% AMI):	5	
	COMPLIANCE AUDIT	YES	NO	N/A	
1)	Are procedures that ensure compliance with the set aside requirements and rent requirements effective?	х			
2)	Is the property accepting Section 8 households?	Х			
3)	Is the income to rent ratio for Section 8 households less than 2.5?	X			
4)	Are the rent increases smaller than 5%?	х			
5) b	Does the Application for Tenancy or Occupancy Qualifications exclude language that may appear to e discriminatory?	х			
6)	Does the lease or rental agreement inform the resident of Very Low Income/Low Income Recertification requirements?	х			
7)	Is additional monitoring by TSAHC recommended?		х		
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#### 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?	х		
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?		Х	
	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?		Х	
	d) Owned by a cooperative housing corporation?		Х	
	e) Not available for rental on a continuous basis to members of the general public?		Х	
COM	MENTS:			

### UNITS WALKED

Unit #	USR Designation	Comments
204	60%	
405	60%	
711	60%	
806	60%	

### COMMENTS:

RESIDENT SERVICES		NO	N/A
1) Do the resident services appear to cater to the resident profile of the property?	х		
Is the property meeting the Resident Service requirements as required by the Regulatory Agreement and Asset Oversight and Compliance Agreement?			
3) Is management monitoring the following:			
a) Resident attendance	х		
b) Frequency of service provided	х		

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c) Notification to residents of services	х		
d) Number or type of services	х		
e) Survey of residents	х		
5) Is management properly submitting monthly Resident Service reports through the Compliance System?	х		
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.			
COMMENTS:			

OFFICE		NO	N/A	
1) Is the office neat, the desk uncluttered?				
2) Are accurate office hours posted?	x			
3) Are the following displayed in full view:				
a) Occupancy Qualifications?	x			
b) Fair Housing Poster?	Х			
COMMENTS:				

#### COMMENTS:

RESIDENT FILE REVIEW	YES	NO	N/A
Does the owner maintain all records relating to initial resident income certifications, together with supporting documentation?	х		
2) Does the Owner/Agent make an effort to determine that the income certification provided by the resident is accurate?	х		
Does the file audit establish that residents are being recertified on an annual basis?	Х		
4) For mixed (low-income and market units) developments, are there any Next Available Unit Rule Violations?			х
5) Does the file audit indicate that staff needs additional training?	Х		

COMMENTS: The 6 files reviewed were in great order with the required documentation. Upon taking over the property, the new management completed a full file audit. The internal file audit has put the properties files in great working order.

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 (s)	Observations	Corrective Action Requirement
COMMENTS:		

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SUMMARY	OF FINDINGS	AND OBSERV	VATIONS

No Findings or Observations.