

# Texas State Affordable Housing Corporation

## Compliance Review Observation Report

<b>Walnut Creek Apartments</b>			
6409 Springdale Rd, Austin Texas 78723			
Owner: LEDG Capital		Date Built: 1971	
Management Company: Rainey Property Management		Property Manager: Patricia Henderson	
Inspection Date & Time: July 13, 2022, at 9:00 AM		Inspector's Name: Estefania Linares	

Number of Units:	98	Number of required LI units:	40	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
207	60%	(Vacant 2-bedrooms) Make Ready
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136	60%	(Vacant 1-bedroom) Make Ready
<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		

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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 – see comment		
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> There was a change in management in 2021. New management was not aware of the monthly Unit Status Report or Resident Service reporting requirements; therefore, monthly reports were not being submitted timely. Now that the new management staff is aware, monthly reports are being submitted timely without issues.			

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 tenant files were maintained in a consistent order. There was one finding noted for unit 136, see below.			

*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
136	The required annual recertification was not completed.	An Annual Recertification needs to be completed for the household. A copy of recertification including all supporting documentation must be submitted to TSAHC for review.
<b>COMMENTS:</b>		

SUMMARY OF FINDINGS AND OBSERVATIONS
<b>No Observations.</b>
Findings listed above. Corrective action must be submitted to TSAHC for review no later than September 9, 2022 (30 day from the date the report was issued).