

Texas State Affordable Housing Corporation Compliance Review Observation Report

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		
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 and TSAHC required forms?	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 several issues noted during the tenant file review. The chart below details the Findings identified.

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
5	The reviewer is unable to determine the annual income.	- The tenant file is missing income listed on the TIC. Management must submit all income verifications for review.
9	The initial Tenant Income Certification (TIC) was not submitted for review and the USR reflects inaccurate information.	- Submit the initial move-in TIC and supporting documentation for review. - The rent on the rent roll and USR do not match. Management must update the USR to reflect the correct income amount.
10	The initial TIC was not submitted for review and the USR reflects inaccurate information	- Submit the initial move-in TIC and supporting documentation for review. - The rent on the rent roll and USR do not match. Management must

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		update the USR to reflect the correct income amount.
12	The initial TIC was not submitted for review and the USR reflects inaccurate information	<ul style="list-style-type: none"> - Submit the initial move-in TIC and supporting documentation for review. - Submit the initial move-in TIC and supporting documentation for review.
14	The USR reflects inaccurate information.	<ul style="list-style-type: none"> - The rent on the rent roll and USR do not match. Management must update the USR to reflect the correct income amount.
22	The initial TIC was not submitted for review.	<ul style="list-style-type: none"> - Submit the initial move-in TIC and supporting documentation for review.
39	The reviewer is unable to determine the annual income. The USR reflects inaccurate information.	<ul style="list-style-type: none"> - The tenant file is missing the child support income. Management must submit child support verification for review. - The rent on the rent roll and USR do not match. Management must update the USR to reflect the correct income amount.
44	The initial TIC was not submitted for review.	<ul style="list-style-type: none"> - Submit the initial move-in TIC and supporting documentation for review. The.
45	The initial TIC was not submitted for review and the USR reflects inaccurate information.	<ul style="list-style-type: none"> - Submit the initial move-in TIC and supporting documentation for review. - The rent on the rent roll and USR do not match. Management must update the USR to reflect the correct income amount. -
48	The initial TIC was not submitted for review	<ul style="list-style-type: none"> - Submit the initial move-in TIC and supporting documentation for review.
54	The initial TIC was not submitted for review, the tenant file reflects inaccurate information, and the AEC is outdated.	<ul style="list-style-type: none"> - The 2023 AEC is signed with a 2019 date. Management must submit a revised AEC. - Submit the initial move-in TIC and supporting documentation for review, including the executed move-in application..
60	The initial TIC was not submitted for review.	<ul style="list-style-type: none"> - Submit the initial move-in TIC and supporting documentation for review.
70	The initial TIC was not submitted for review	<ul style="list-style-type: none"> - Submit the initial move-in TIC and supporting documentation for review.
76	The USR reflects inaccurate information.	<ul style="list-style-type: none"> - The rent on the rent roll and USR do not match. Management must update the USR to reflect the correct income amount.

COMMENTS: Findings in the chart above are due to TSAHC no later than 02/22/2024.

SUMMARY OF FINDINGS AND OBSERVATIONS

Findings in the chart above are due to TSAHC no later than 02/22/2024.