# Texas State Affordable Housing Corporation Compliance Review Observation Report

			1607 Iola Avenue, Lu	ubbock, Tex	xas 79419			
Owner: RHAC – High Plains, LLCDate Built: 1981Ianagement Company: J. Allen ManagementProperty Manager: 1					lt: 1981			
					Manager: N	Michelle Gutierrez		
ıspe	ction Date &	Time: A	pril 14, 2023 at 9:30 AM	Inspector	r's Name: Co	elina Mizo	les Stubbs	
Nun	ber of Units:	50	Number of required LI units:	50	Number o	f required V	N/A	
			COMPLIANCE AUDIT			YES	NO	N/A
1)	Are procedures effective?	that ensure	compliance with the set aside requireme	ents and rent requ	irements	x		
2)	Is the property a	accepting Se	ction 8 households?			х		
3)	Is the income to	rent ratio for	Section 8 households less than 2.5?			х		
4)	Are the rent incr	eases smalle	er than 5%?			х		
5) be	Does the Applic discriminatory?	cation for Ter	ancy or Occupancy Qualifications exclu	de language that	may appear to	X		
6)	Does the lease Recertification r		ement inform the resident of Very Low I ?	ncome/Low Incom	ne			х
	ls additional mo	nitoring by T	SAHC recommended?				х	

	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:	X		
	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?		X	
омм	IENTS:		1	

#### UNITS WALKED

Unit #	USR Designation	Comments			
4	60%				
12	60%				
24	60%				

#### 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		

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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 x			
COMMENTS:			
•			

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

RESIDENT FILE REVIEW	YES	NO	N/A
<ol> <li>Does the owner maintain all records relating to initial resident income certifications, together with supporting documentation and TSAHC required forms?</li> </ol>	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: The files were in good order overall and well maintained. There appeared to be a systemic issue with non-completed forms.

Observation:

- The following forms were not thoroughly completed. Management is advised that verification and certification forms must be completed thoroughly moving forward.
  - Release and Consent: Unit 47.
  - Certification of Student Eligibility: Units 3, 10, 12 and 24.
  - Child Support Certification: Units 10 and 12.
  - Under \$5,00 Asset Certification: Files 10, 12 and 19.

Note: Management submitted complete versions of the forms, for all households listed above. No further action is required.

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.

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Unit	Finding	Corrective Action Requirement	
N/A			
COMMENTS:			

### SUMMARY OF FINDINGS AND OBSERVATIONS

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No Findings.