



# 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		
4) Did TSAHC provide any assistance regarding Resident Services based on the review conducted during the onsite visit?		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:** Management did a great job correcting inconsistencies prior to the issuance of the Compliance Report. During the tenant file review, the reviewer noticed a few discrepancies regarding rents entered on the Tenant Income Certification (TIC) and Unit Status Report (USR). Corrections regarding rents were completed for units 14C and 15B. In addition, unit 23B needed the household size adjusted on the USR. Management made all corrections prior to the submission of the report, and household's eligibility was not affected by the corrections.

A few other observations are noted below. They have also been corrected.

***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 1<sup>st</sup> page of the lease for the new household occupying the unit.***

Unit (s)	Observations	Corrective Action Requirement
12C	The Annual Eligibility Certification (AEC) did not have the student status answered.	Management had the tenants correct the AEC and submitted an updated version to TSAHC. Management is encouraged to be diligent on making sure this area of the AEC is fully completed.
16D	The Student Eligibility form is not completed accurately.	Management adjusted the Student Eligibility form by having the tenant select the correct exception.

**COMMENTS:**

**Texas State Affordable Housing Corporation**  
**Compliance Review Observation Report**

**SUMMARY OF FINDINGS AND OBSERVATIONS**

No Findings or Observations.