

# Texas State Affordable Housing Corporation Compliance Review Observation Report

|   |   |
|---|---|
| <b>Win Lin Apartments</b>                                   |   |
| 5700 Wabash, Amarillo, Texas 79109                          |   |
| <b>Owner: RHAC – Win Lin, LLC</b>                           | <b>Date Built: 1983</b>                   |
| <b>Management Company: J Allen Management CO., Inc</b>      | <b>Property Manager: Lisa Mullins</b>     |
| <b>Inspection Date &amp; Time: July 22, 2023 at 9:00 am</b> | <b>Inspector's Name: Mercedes Dunmore</b> |

|                            |  |  |
|----------------------------|--|--|
| <b>Number of Units:</b> 50 | <b>Number of required LI units:</b> 50 | <b>Number of required VLI units:</b> 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  |     |

**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?                 | 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  |     |

**COMMENTS:**

| UNITS WALKED |
|--------------|
|--------------|

| Unit # | USR Designation | Comments |
|--------|-----------------|----------|
| N/A    |                 |          |
|        |                 |          |
|        |                 |          |

**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:   |     |    |     |

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|   |   |   |  |
|---|---|---|--|
| 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:** The tenant files were in overall good condition. There was one finding identified in the chart 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                  |
|------|---|--|
| 26   | The tenant file missing the 2023 AEC paperwork. | Management must submit the 2023 AEC paperwork. |

**COMMENTS:**

## SUMMARY OF FINDINGS AND OBSERVATIONS

**Finding:**

- Management must submit the corrective actions no later than 10/06/2023.