

Texas State Affordable Housing Corporation Compliance Review Observation Report

3) Is management monitoring the following:			
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:
Observation:

- Unit Status Report (USR):** There were discrepancies in the USR regarding both tenant rent and housing assistance payment amounts. Management informed the reviewer that the USR has been corrected and all updates were made. Management is reminded that TSAHC utilizes the USR as a tool to ensure program compliance for the property. Therefore, the report should be reviewed for accuracy prior to submission.

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
916	The Tenant Income Certification (TIC) is missing the effective date.	Management must correct the TIC. Management corrected. No further action required.

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COMMENTS:		

SUMMARY OF FINDINGS AND OBSERVATIONS

Observation:

- **Unit Status Report (USR):** There were discrepancies in the USR regarding both tenant rent and housing assistance payment amounts. Management informed the reviewer that the USR has been corrected and all updates were made. Management is reminded that TSAHC utilizes the USR as a tool to ensure program compliance for the property. Therefore, the report should be reviewed for accuracy prior to submission.

The Finding listed above has been corrected. No further action required.