

ENFORCEMENT ACTION AGAINST MITAY,	§	BEFORE THE
INC. WITH RESPECT TO MITAY INC.	§	TEXAS DEPARTMENT OF
SCATTERED SITE (HTC FILE # 92009 /	§	HOUSING AND COMMUNITY
CMTS # 1026) AND 2512 THORNE (HTC	§	AFFAIRS
70046 / CMTS 2344), AND AGAINST	§	
1213 PECAN STREET SERIES LLC WITH	§	
RESPECT TO 1213 PECAN	§	
(HTC 70083 / CMTS 912)	§	

AGREED FINAL ORDER

General Remarks and official action taken:

On this 5th day of November, 2020, the Governing Board (Board) of the Texas Department of Housing and Community Affairs (TDHCA or Department) considered the matter of whether enforcement action should be taken against **MITAY, INC.**, a Texas corporation, and **1213 PECAN STREET SERIES LLC**, a sole proprietorship controlled by Edgar A. Miles and Ann Miles, a married couple (collectively, Respondent), with respect to Mitay Inc. Scattered Site, 2512 Thorne, and 1213 Pecan (collectively, Properties).

This Agreed Order is executed pursuant to the authority of the Administrative Procedure Act (APA), Tex. Gov't Code §2001.056, which authorizes the informal disposition of contested cases. In a desire to conclude this matter without further delay and expense, the Board and Respondent agree to resolve this matter by this Agreed Final Order. The Respondent agrees to this Order for the purpose of resolving this proceeding only and without admitting or denying the findings of fact and conclusions of law set out in this Order.

Upon recommendation of the Enforcement Committee, the Board makes the following findings of fact and conclusions of law and enters this Order:

WAIVER

Respondent acknowledges the existence of their right to request a hearing as provided by Tex. Gov't Code §2306.044, and to seek judicial review, in the District Court of Travis County, Texas, of any order as provided by Tex. Gov't Code §2306.047. Pursuant to this compromise and settlement, the Respondent waives those rights and acknowledges the jurisdiction of the Board over Respondent.

FINDINGS OF FACT (FOF)

Jurisdiction:

1. During 1992, Respondent was awarded an allocation of Low Income Housing Tax Credits by the Board, in an annual amount of \$4,000 to acquire and rehabilitate Mitay Inc. Scattered Site (Mitay Property) (HTC file No. 92009 / CMTS No. 1026 / LDLD No. 328).
2. Respondent signed a land use restriction agreement (Mitay LURA) regarding the Mitay Property. The Mitay LURA was effective February 16, 1994, and filed of record at Volume 2394, Page 558 of the Official Public Records of Real Property of Potter County, Texas (Records).
3. During 1990, Walter C. Spear was awarded an allocation of Low Income Housing Tax Credits by the Board, in an annual amount of \$1,160 to acquire and rehabilitate one unit known as 2512 Thorne (HTC file No. 70046 / CMTS No. 2344 / LDLD No. 352).
4. Walter C. Spear signed a land use restriction agreement (Thorne LURA) regarding 2512 Thorne. The LURA was effective November 15, 1990, and filed of record at Volume 2134, Page 842 of the Records. In accordance with Section 2 of the LURA, the LURA is a restrictive covenant/deed restriction encumbering the property and binding on all successors and assigns for the full term of the LURA.
5. Walter C. Spear transferred his interests in 2512 Thorne to Mitay, Inc. through a Warranty Deed with Vendor's Lien effective December 15, 1994, and filed in the Records at Volume 2134, Page 843. The restrictions remained in place in accordance with Section 2 of the LURA, thereby binding Respondent to the terms of the agreement.
6. During 1990, E.A. Miles was awarded an allocation of Low Income Housing Tax Credits by the Board, in an annual amount of \$1,138 to acquire, rehabilitate and operate one unit known as 1213 Pecan (HTC file No. 70083 / CMTS No. 912 / LDLD No. 454).
7. E.A. Miles signed a land use restriction agreement (Pecan LURA) regarding 1213 Pecan. The LURA was effective November 15, 1990, and filed of record at Volume 2134, Page 271 of the Records.
8. E.A Miles and Ann Miles transferred their interests in 1213 Pecan to 1213 Pecan Street Series LLC through a Special Warranty Deed on October 13, 2016, and filed in the Records at Document Number 20170PR0002645. The restrictions remained in place in accordance with Section 2 of the LURA, thereby binding Respondent to the terms of the agreement.
9. Respondent is subject to the regulatory authority of TDHCA.

Compliance Violations:

10. The Properties have a history of violations and Respondent previously signed Agreed Final Orders in 2013, 2015, and 2019, all of which were violated.
11. On July 22, 2020 and August 25, 2020, TDHCA sent notice that Respondent had failed to timely submit their 2019 Annual Owner's Compliance Reports for the Properties, a violation of 10 TAC §10.607 (Reporting Requirements), which requires each development to submit an Annual Owner's Compliance Report. The report remains delinquent.
12. An on-site monitoring review was conducted on September 4, 2019, at Mitay, Inc. Scattered Site, to determine whether Respondent was in compliance with LURA requirements to lease units to low income households and maintain records demonstrating eligibility. The monitoring review found violations of the LURA and TDHCA rules. Notifications of noncompliance were sent and a December 31, 2019, corrective action deadline was set, however, the following violations were not resolved:
 - a. Respondent failed to submit pre-onsite documentation, including a Unit Status Report, a Utility Allowance, and an Entrance Interview Questionnaire, a violation of 10 TAC §10.607 and §10.618, which require all developments to submit necessary documentation as requested in preparation for an upcoming monitoring review.
 - b. Respondent failed to provide an Annual Eligibility Certifications for 2419 N Hughes A, 2419 N Hughes B and 1901 NW 17th, a violation of 10 TAC §10.612 (Tenant File Requirements), which requires developments to annually collect an Annual Eligibility Certification form from each household.
 - c. Respondent failed to provide documentation that household incomes were within prescribed limits upon initial occupancy for 1105 NW 19th, 1901 NW 17th, 2419 North Hughes A, and 1419 North Hughes B, a violation of 10 TAC §10.611 (Determination, Documentation and Certification of Annual Income) and Section 4 of the LURA, which require screening of tenants to ensure qualification for the program.
 - d. Respondent failed to provide a Tenant Rights and Resources Guide and get a signed Acknowledgment for 2419 N Hughes and 1901 NW 17th, a violation of 10 TAC §10.613 (Lease Requirements), which requires owners to post a laminated copy of the Guide in a common area of the leasing office and provide a copy to each household during the application process and upon any subsequent change to common amenities, unit amenities, or services.
 - e. Respondent failed to establish an updated utility allowance for the property, a violation of 10 TAC §10.614 (Utility Allowances), which requires all developments to establish a utility allowance.
 - f. Respondent failed to maintain written tenant selection criteria, a violation of 10 TAC §10.610 (Written Policies and Procedures), which requires all developments

to establish written tenant selection criteria that meet minimum TDHCA requirements.

13. An on-site monitoring review was conducted on September 4, 2019, at 2512 Thorne, to determine whether Respondent was in compliance with LURA requirements to lease units to low income households and maintain records demonstrating eligibility. The monitoring review found violations of the LURA and TDHCA rules. Notifications of noncompliance were sent and a December 26, 2019, corrective action deadline was set, however, the following violations were not resolved:
 - a. Respondent failed to submit pre-onsite documentation, including a Unit Status Report, a Utility Allowance, and an Entrance Interview Questionnaire, a violation of 10 TAC §10.607 and §10.618, which require all developments to submit necessary documentation as requested in preparation for an upcoming monitoring review.
 - b. Respondent failed to provide an Annual Eligibility Certification, a violation of 10 TAC §10.612 (Tenant File Requirements), which requires developments to annually collect an Annual Eligibility Certification form from each household.
 - c. Respondent failed to establish an updated utility allowance for the property, a violation of 10 TAC §10.614 (Utility Allowances), which requires all developments to establish a utility allowance.
 - d. Respondent failed to maintain written tenant selection criteria, a violation of 10 TAC §10.610 (Written Policies and Procedures), which requires all developments to establish

14. An on-site monitoring review was conducted on September 4, 2019, at 1213 Pecan, to determine whether Respondent was in compliance with LURA requirements to lease units to low income households and maintain records demonstrating eligibility. The monitoring review found violations of the LURA and TDHCA rules. Notifications of noncompliance were sent and a December 26, 2019, corrective action deadline was set, however, the following violations were not resolved:
 - a. Respondent failed to submit pre-onsite documentation, including a Unit Status Report, a Utility Allowance, and an Entrance Interview Questionnaire, a violation of 10 TAC §10.607 and §10.618, which require all developments to submit necessary documentation as requested in preparation for an upcoming monitoring review.
 - b. Respondent failed to provide an Annual Eligibility Certification, a violation of 10 TAC §10.612 (Tenant File Requirements), which requires developments to annually collect an Annual Eligibility Certification form from each household.
 - c. Respondent failed to establish an updated utility allowance for the property, a violation of 10 TAC §10.614 (Utility Allowances), which requires all developments to establish a utility allowance.

- d. Respondent failed to maintain written tenant selection criteria, a violation of 10 TAC §10.610 (Written Policies and Procedures), which requires all developments to establish written tenant selection criteria that meet minimum TDHCA requirements.
15. All violations listed above are considered unresolved at the time of this Order.

CONCLUSIONS OF LAW

1. The Department has jurisdiction over this matter pursuant to Tex. Gov't Code §§2306.041-.0503 and 10 TAC Chapter 2.
2. Respondent is a "housing sponsor" as that term is defined in Tex. Gov't Code §2306.004(14).
3. Pursuant to IRC §42(m)(1)(B)(iii), housing credit agencies are required to monitor for noncompliance with all provisions of the IRC and to notify the Internal Revenue Service of such noncompliance.
4. Respondent violated 10 TAC §10.607 in 2020 by failing to submit an Annual Owner's Compliance Report for the year 2019 at the Properties;
5. Respondent violated 10 TAC §10.607 and §10.618 in 2019, by not submitting pre-onsite documentation in preparation for the monitoring reviews for the Properties;
6. Respondent violated 10 TAC §10.612 in 2019 by failing to collect Annual Eligibility Certifications for the Properties.
7. Respondent violated 10 TAC §10.611 and Section 4 of the LURA in 2019, by failing to provide documentation that household income was within prescribed limits upon initial occupancy for four units at Mitay Inc. Scattered Site;
8. Respondent violated leasing requirements in 10 TAC §10.613 in 2019, by failing to provide a Tenant Rights and Resources Guide for two units at Mitay Inc. Scattered Site;
9. Respondent violated 10 TAC §10.614 in 2019, by failing to establish a utility allowance for the Properties;
10. Respondent violated 10 TAC §10.610 in 2019, by not maintaining written tenant selection criteria meeting TDHCA requirements for the Properties;
11. Because Respondent is a housing sponsor with respect to the Properties, and has violated TDHCA rules, the Board has personal and subject matter jurisdiction over Respondent pursuant to Tex. Gov't Code §2306.041 and §2306.267.

12. Because Respondent is a housing sponsor, TDHCA may order Respondent to perform or refrain from performing certain acts in order to comply with the law, TDHCA rules, or the terms of a contract or agreement to which Respondent and TDHCA are parties, pursuant to Tex. Gov't Code §2306.267.
13. Because Respondent has violated rules promulgated pursuant to Tex. Gov't Code §2306.053 and has violated agreements with the Agency to which Respondent is a party, the Agency may impose an administrative penalty pursuant to Tex. Gov't Code §2306.041.
14. An administrative penalty of \$40,000 is an appropriate penalty in accordance with 10 TAC Chapter 2.

Based upon the foregoing findings of fact and conclusions of law, and an assessment of the factors set forth in Tex. Gov't Code §2306.042 to be considered in assessing such penalties as applied specifically to the facts and circumstances present in this case, the Governing Board of the Texas Department of Housing and Community Affairs orders the following:

IT IS HEREBY ORDERED that Respondent is assessed an administrative penalty in the amount of \$40,000, subject to partial deferral as further ordered below.

IT IS FURTHER ORDERED that Respondent shall pay and is hereby directed to pay a \$15,000 portion of the assessed administrative penalty by cashier's check payable to the "Texas Department of Housing and Community Affairs" on or before December 7, 2020.

IT IS FURTHER ORDERED that Respondent shall fully correct the file monitoring violations as indicated at Exhibits 1 and 2, and submit full documentation of the corrections to TDHCA on or before December 7, 2020.

IT IS FURTHER ORDERED that Respondent shall submit the 2019 annual report for each of the Properties as indicated at Exhibit 3 on or before December 7, 2020.

IT IS FURTHER ORDERED that if Respondent timely and fully complies with the terms and conditions of this Agreed Final Order, correcting all violations as required, the satisfactory performance under this order will be accepted in lieu of the remaining assessed administrative penalty, and the remaining \$25,000 portion of the administrative penalty will be deferred and forgiven.

IT IS FURTHER ORDERED that if Respondent fails to satisfy any conditions or otherwise violates any provision of this order, or the property is sold before the terms and conditions of this Agreed Final Order have been fully satisfied, then the full administrative penalty shall be immediately due and payable to the Department. Such payment shall be made by cashier's check payable to the "Texas Department of Housing and Community Affairs" upon the earlier of (1) within thirty days of the date the Department sends written notice to Respondent that it has

violated a provision of this Order, or (2) the property closing date if sold before the terms and conditions of this Agreed Final Order have been fully satisfied.

IT IS FURTHER ORDERED that corrective documentation must be uploaded to the Compliance Monitoring and Tracking System (CMTS) by following the instructions at this link: <http://www.tdhca.state.tx.us/pmcdocs/CMTSUserGuide-AttachingDocs.pdf>. After the upload is complete, an email must be sent to Ysella Kaseman at ysella.kaseman@tdhca.state.tx.us to inform her that the documentation is ready for review. If it comes due and payable, the penalty payment must be submitted to the following address:

If via overnight mail (FedEx, UPS):	If via USPS:
TDHCA Attn: Ysella Kaseman 221 E 11 th St Austin, Texas 78701	TDHCA Attn: Ysella Kaseman P.O. Box 13941 Austin, Texas 78711

IT IS FURTHER ORDERED that Respondent shall follow the requirements of 10 TAC §10.406, a copy of which is included at Exhibit 4, and obtain approval from the Department prior to consummating a sale of the property, if contemplated.

IT IS FURTHER ORDERED that the terms of this Agreed Final Order shall be published on the TDHCA website.

[Remainder of page intentionally blank]

SIGNATURE PAGE FOR MITAY INC. SCATTERED SITE

STATE OF TEXAS §
COUNTY OF Potter §

BEFORE ME, Allison Beechwood (notary name), a notary public in and for the State of TX, on this day personally appeared Edgar Allen Miles (person signing document), known to me or proven to me through circle one: personally known / driver's license / passport to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that (he/she) executed the same for the purposes and consideration therein expressed, who being by me duly sworn, deposed as follows:

1. "My name is Edgar Allen Miles, I am of sound mind, capable of making this statement, and personally acquainted with the facts herein stated.
2. I hold the office of President for Mitay, Inc. I am the authorized representative of Mitay, Inc., owner of **Mitay Inc. Scattered Site**, which is subject to a Land Use Restriction Agreement monitored by the TDHCA in the State of Texas, and I am duly authorized by Respondent to execute this document.
3. Respondent knowingly and voluntarily enters into this Agreed Final Order, and agrees with and consents to the issuance and service of the foregoing Agreed Order by the Governing Board of the Texas Department of Housing and Community Affairs."

RESPONDENT:

MITAY, INC., a Texas corporation

By: /s/ Edgar Allen Miles
Name: Edgar Allen Miles
Title: _____

Given under my hand and seal of office this _____ day of _____, 2020.

/s/ Allison Beechwood
Signature of Notary Public

Allison Beechwood
Printed Name of Notary Public

NOTARY PUBLIC IN AND FOR THE STATE OF Texas
My Commission Expires: 06-13-2022

Exhibit 1

File Monitoring Violation Resources and Instructions

Resources:

1. Refer to the following link for all references to the rules at 10 TAC §10 that are referenced below:
[http://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=5&ti=10&pt=1&ch=10&sch=F&rl=Y](http://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=5&ti=10&pt=1&ch=10&sch=F&rl=Y)
2. Refer to the following link for copies of forms that are referenced below:
<http://www.tdhca.state.tx.us/pmcomp/forms.htm>
3. Technical support and training presentations are available at the following links:
Income and Rent Limits: <http://www.tdhca.state.tx.us/pmcomp/irl/index.htm>
Utility Allowance: <http://www.tdhca.state.tx.us/pmcomp/utility-allowance.htm>
Affirmative Marketing Technical Assistance: <http://www.tdhca.state.tx.us/pmcdocs/AMT-Assistance-Guide.pdf>
Tenant Selection Criteria Webinar: <http://www.tdhca.state.tx.us/pmcomp/presentations.htm>
Online Reporting: <http://www.tdhca.state.tx.us/pmcomp/reports.htm>
FAQ's: <http://www.tdhca.state.tx.us/pmcomp/compFaqs.htm>
4. **All corrections must be submitted via CMTS:** See link for steps to upload documents
<http://www.tdhca.state.tx.us/pmcdocs/CMTSUserGuide-AttachingDocs.pdf>.
5. **Important notes -**
 - i. Do not backdate any documents listed below.
 - ii. A transfer of a qualified household from another unit is not sufficient to correct any findings. If there is a tenant income certification or household income above limit violation, a transfer from another unit will simply cause the finding to transfer to that unit.

Instructions:

6. **Pre-onsite documentation** – Submit for each of the three Properties.
 - i. Submit Entrance Interview Questionnaire via CMTS. The Questionnaire can be found by logging into CMTS at <https://pox.tdhca.state.tx.us/aims2/pox>. Click the “Unit Status Report” link. On the next page, click “Submit Reports”. Scroll down the next page. There should be a section for the Entrance Interview Questionnaire. Complete the questionnaire and submit for each property.
 - ii. Submit a Unit Status Report via CMTS at <https://pox.tdhca.state.tx.us/aims2/pox>. Enter data for each unit and household member, then submit a Unit Status Report for each property.
 - iii. Upload supporting information to CMTS regarding any application fees or charges that are required to apply for a unit at any of the Properties. For example, any invoices, contracts, or vendor price sheets to support the cost for a background check. See [10 TAC §10.622](#) for information regarding permitted application fees.

7. **Utility Allowance:** This is not an amount that you will charge to tenants; it is an estimate of how much the households will pay toward utilities, to ensure that their total housing expenses are appropriately restricted.

How to prepare: Details regarding utility allowances are at this link: <http://www.tdhca.state.tx.us/pmcomp/utility-allowance.htm>. Calculate a utility allowance in accordance with 10 TAC §10.614. Look over the “10.614 (utility allowance)” tab of this spreadsheet, which provides details regarding how TDHCA monitors for this item so that you can check over your work before submission: <http://www.tdhca.state.tx.us/pmcdocs/OnsiteMonitoringForms.xlsx>. As a courtesy, TDHCA has provided a copy of the City of Amarillo Housing Authority’s utility allowance schedule if you wish to use that method. TDHCA has also provided the income and rent limits.

What to submit for each of the Properties: Submit a copy of the new utility allowance via CMTS upload. Also submit the development’s updated Unit Status Report to demonstrate that the utility allowance has been implemented. When determining the rent to charge to tenants, you must ensure that the tenant-paid rent, plus the utility allowance, plus any housing subsidies, plus any mandatory fees, are below the maximum limits set by TDHCA. Rent will be tested development-wide once the proper allowance is implemented, and any resulting noncompliance will be cited at that time and provided a separate corrective action period of 90 days. For more information, see <http://www.tdhca.state.tx.us/pmcomp/utility-allowance.htm>

8. **Annual Eligibility Certifications:** An Annual Eligibility Certification (AEC) was not completed by the anniversary of the household move-in dates for 2419 N Hughes A, 2419 N Hughes B and 1901 NW 17th, 1213 Pecan, and 2512 Thorne. Per [10TAC §10.612\(b\)\(1\)](#), 100 % low-income Housing Tax Credit developments must annually collect and maintain current data on each household that includes the number of household members, age, ethnicity, race, disability status, rental amounts and rental assistance (if any). §10.612(b)(2) requires HTC developments to collect and maintain current student status data for each low-income household on an annual basis. This information can be collected on the Department’s AEC form or the Income Certification form. The chosen form must be executed by all adults in the household by the anniversary of the households move in date but no earlier than 120 days of the anniversary date of the households move in date.

How to prepare: If the households that occupied 2419 N Hughes A, 2419 N Hughes B and 1901 NW 17th, 1213 Pecan, and 2512 Thorne as of October 2019 remain in the units, have them sign Annual Eligibility Certifications. Each adult household member must sign. If new households occupy the units, you must provide a full new tenant file, including: (A) application; (B) verifications of each source of income and assets; (C) Income Certification; (D) Lease and lease addendum; and (E) Tenant Rights and Resources Guide Acknowledgment. Remember that items A-C above must be dated within 120 days of one another. Tenant file guidelines are at Exhibit 2.

What to submit: Copies of signed Annual Eligibility Certification forms for 2419 N Hughes A, 2419 N Hughes B and 1901 NW 17th, 1213 Pecan, and 2512 Thorne if occupied by the same household from October 2019. Copy of full new tenant file as indicated above if a new household occupies the unit. Submit via CMTS upload. Tenant file guidelines are at Exhibit 2.

9. Lease violations, including Tenant Rights and Resources Guide:

Actions to perform: Implement Tenants Rights and Resource Guide as indicated at 10 TAC §10.613(l). Customize Guide available on the Forms webpage. Provide a copy to the households in 2419 N Hughes and 1901 NW 17th, and have each household sign the Tenant Rights and Resources Guide Acknowledgment available on the Forms webpage. Going forward, provide a copy of the Guide to each household during the application process and upon any subsequent change to the amenities or services and have the households sign Acknowledgments.

What to submit: Upload to CMTS copies of signed Tenant Rights and Resources Guide Acknowledgments for 2419 N Hughes and 1901 NW 17th.

10. Written policies and procedures, including tenant selection criteria:

How to prepare compliant criteria: Prepare updated written policies and procedures addressing all requirements at [10 TAC §10.802](#). Staff recommends using that rule as a checklist. Ensure that you include an effective date for the policy. A training video regarding 2020 changes to the Written Policies and Procedures Rule is at this link: <https://www.tdhca.state.tx.us/pmcomp/presentations.htm>.

What to submit: Upload to CMTS a copy of the complete written policies and procedures, including tenant selection criteria, for each of the Properties.

11. Household income above limit upon initial occupancy for units: Follow the instructions below for 1105 NW 19th, 1901 NW 17th, 2419 North Hughes A, and 1419 North Hughes B, and submit documentation via CMTS upload. See Exhibit 2 for tenant file guidelines.

Circumstance with respect to units listed above	Instruction
I. If unit is occupied by a qualified household	Certify the household using current circumstances and upload to CMTS for each unit: <ul style="list-style-type: none"> A. New application using current circumstances; B. New verifications of each source of income and assets; C. New Income Certification; D. Lease and lease addendum; and E. Tenant Rights and Resources Guide Acknowledgment. Remember that items A-C above must be dated within 120 days of one another. If the unit is vacant or the tenant does not qualify, follow alternate instructions below.
II. If unit is occupied by a nonqualified household on a month-to-month lease	<ul style="list-style-type: none"> A. Follow your normal procedures for terminating residency and upload a copy of documentation to TDHCA.** B. Once the unit becomes available, occupy the unit by a qualified household, and upload the full new tenant file within 30 days of occupancy*. Receipt of the full tenant file after December 7, 2020 is acceptable for this circumstance provided that Requirement A above is fulfilled.

<p>III. If unit is occupied by a nonqualified household with a non-expired lease</p>	<p>A. Issue a nonrenewal notice** to tenant and upload a copy to TDHCA, along with a letter committing to occupying the unit with a new qualified household and submitting a full tenant file* as soon as the unit becomes available. If the tenant is protected by another program such as Section 8 or USDA-RD and the property cannot issue a nonrenewal notice as a result, upload a letter to TDHCA stating which program protects the household and committing to occupying the unit with a new qualified household and submitting a full tenant file* as soon as the unit becomes available;</p> <p>B. As soon as the unit is occupied by a qualified household, you must upload the full tenant file*. Receipt of the full tenant file after December 7, 2020 is acceptable for this circumstance provided that Requirement A above is fulfilled by that deadline.</p>
<p>V. If unit has been vacant <i>more than</i> 30 days</p>	<p>A. Unit must be made ready for occupancy and a letter certifying to that effect must be uploaded to TDHCA.</p> <p>B. Occupy the unit by a qualified household, and upload the full new tenant file within 30 days of occupancy*. Receipt of the full tenant file after December 7, 2020 is acceptable for this circumstance provided that Requirement A above is fulfilled by that deadline.</p>
<p>VI. If unit has been vacant <i>less than</i> 30 days</p>	<p>A. If unit is ready for occupancy, a letter certifying to that effect must be uploaded to TDHCA.</p> <p>B. If unit is not ready for occupancy, upload a letter to TDHCA including details regarding work that is required and when the unit will be ready for occupancy (no more than 30 days from the date of vacancy).</p> <p>C. Occupy the unit by a qualified household, and upload the full new tenant file within 30 days of occupancy*. Receipt of the full tenant file after December 7, 2020 is acceptable for this circumstance provided that Requirements A and B above are fulfilled by that deadline.</p>

*A full tenant file must include:

- A. Tenant application;
- B. Verifications of all sources of income and assets;
- C. Tenant income certification;
- D. Lease and lease addendum;
- E. Tenant Rights and Resources Guide Acknowledgment; and
- F. A copy of the tenant selection criteria under which the household was screened.

Remember that items A-C above must be dated within 120 days of one another.

See Exhibit 2 for tenant file guidelines

** If a notice of nonrenewal or notice of termination is sent to tenant, ensure that it complies with requirements of the rule at 10 TAC 10.802(g)

Exhibit 2

Tenant File Guidelines

The following technical support does not represent a complete list of all file requirements and is intended only as a guide. TDHCA staff recommends that property managers responsible for accepting and processing applications attend First Thursday Training / Income Determination Training in order to get a full overview of the process. Forms discussed below are available at: <http://www.tdhca.state.tx.us/pmcomp/forms.htm>.

**Important Note* The application, verifications of income and assets, and Tenant Income Certification (1 – 5 below) must be signed within 120 days of one another. If one component is outside of that time frame, you must recertify.*

1. **Intake Application:** Each adult household member must complete their own application in order to be properly screened at initial certification. A married couple can complete a joint application. The Department does not have a required form to screen households, but we make a sample form available for that purpose. All households must be screened for household composition, income and assets. Applicants must complete all blanks on the application and answer all questions. Any lines left intentionally blank should be marked with “none” or “n/a.” The application must be signed and dated by all adult household members, using the date that the form is actually completed. If you use the Texas Apartment Association (TAA) Rental Application, be aware that it does not include all requirements, but they have a “Supplemental Rental Application for Units Under Government Regulated Affordable Housing Programs” that includes the additional requirements. TDHCA also has an application form that you can use; using our form is not required for the application, but it does screen for all requirements.
2. **Release and Consent:** Have tenant sign TDHCA’s Release and Consent form so that verifications may be collected by the property.
3. **Verify Income:** Each source of income and asset must be documented for every adult household member based upon the information disclosed on the application. There are multiple methods:
 - a. **Income Verification for Households with Section 8 Certificates (HTC only):** If you correctly use this form, you do not need to further verify income or assets, but you do need to collect all other components of the tenant file. This form is signed by the Public Housing Authority, verifying that the household is eligible at initial occupancy or at recertification. The form may only be used if the housing authority performed an income certification or recertification within 120 days of the effective date of the application that you collect (step 1 above) and the Income Certification form that is signed (step 5 below). If outside of that period, you must verify income and assets yourself;
 - b. **First hand verifications (required for HOME):** Paystubs or payroll print-outs that show gross income. If you choose this method, ensure that you consistently collect a specified number of consecutive check stubs as defined in your management plan;
 - c. **Employment Verification Form:** Part 1 must be completed by you and signed by the tenant. Part 2 must be completed by the employer. To prevent fraud, you must submit the form directly to the employer and must not allow the tenant to handle it. You should ensure that the person completing the employer portion has authority to do so and has access to all applicable information in order to verify the employment income. If

you receive the verification via mail, retain the envelope. If you receive it via fax, ensure that the fax stamp is on it;

- d. **Verification of non-employment income:** You must obtain verifications for all other income sources, such as child support, social security, and/or unemployment benefits. Self-certification by the household is not acceptable. Examples: benefit verification letter(s) would be acceptable for social security and/or employment benefits. Acceptable verifications for child support could include documents such as divorce decree(s), court order(s), or a written statement from the court or attorney general regarding the monthly awarded amount;
 - e. **Telephone Verifications:** These are acceptable *only* for clarifying discrepancies and cannot be used as primary form of verification. Include your name, the date, the name of the person with whom you spoke, and your signature. These are appropriate if there is an unusual circumstance relating to the tenant file;
 - f. **Certification of Zero Income:** If an adult household member does not report any sources of income on the application, this form can be used to document thorough screening and to document the source of funds used to pay for rent, utilities, and/or other necessities.
4. **Verify Assets:** Regardless of their balances, applicants must report all assets owned, including assets such as checking or savings accounts. The accounts are typically disclosed on the application form, but you must review all documentation from the tenant to ensure proper documentation of the household's income and assets. For instance, review the credit report (if you pull one), application, pay stubs, and other documents to ensure that all information is consistent. Examples of ways to find assets that are frequently overlooked: Review pay stubs for assets such as checking and retirement accounts that the household may have forgotten to include in the application. These accounts must also be verified. Format of verifications:
- a. **Under \$5000 Asset Certification Form (HTC only):** If the total cash value of the assets owned by members of the household is less than \$5,000, as reported on the Intake Application, the TDHCA Under \$5,000 Asset Certification form may be used to verify assets. If applicable, follow the instructions to complete one form per household that includes everyone's assets, even minors, and have all adults sign and date using the date that the form is actually completed.
 - b. **First hand verifications (required for HOME)** such as bank statements to verify a checking account. Ensure that you use a consistent number of consecutive statements, as identified in your management plan.
 - c. **3rd party verifications** using the TDHCA Asset Verification form. As with the "Employment Verification Form" discussed above, Part 1 must be completed by you and signed by the tenant. Part 2 must be completed by the financial institution. To prevent fraud, you must submit the form directly to the employer and must not allow the tenant to handle it. You should ensure that the person completing the financial institution's portion has authority to do so and has access to all applicable information in order to verify the asset(s). If you receive the verification via mail, retain the envelope. If you receive it via fax, ensure that the fax stamp is on it.

5. **Tenant Income Certification Form:** Upon verification of all income and asset sources disclosed on the application and any additional information found in the documentation submitted by the tenant, the next step is to annualize the sources on the Income Certification Form, add them together, and compare to the applicable income limit for household size which can be found at <http://www.tdhca.state.tx.us/pmcomp/irl/index.htm>. Be sure to include any income derived from assets. The form must include all household members, and be signed by each adult household member.
6. **Lease:** Must conform with your LURA and TDHCA requirements and indicate a rent below the maximum rent limits, which can be found at <http://www.tdhca.state.tx.us/pmcomp/irl/index.htm>. When determining the rent, ensure that the tenant's rent, plus the utility allowance, plus any housing subsidies, plus any mandatory fees, are below the maximum limits set by TDHCA. 10 TAC §10.613(a) prohibits the eviction or termination of tenancy of low income households for reasons other than good cause throughout the affordability period in accordance with Revenue Ruling 2004-82. In addition, 10 TAC §10.613(e) prohibits HTC developments from locking out or threatening to lock out any development resident, or seizing or threatening to seize personal property of a resident, except by judicial process, for purposes of performing necessary repairs or construction work, or in case of emergency. The prohibitions must be included in the lease or lease addendum. Additionally, certain programs must include a Lead Warning Statement and the TDHCA VAWA lease addendum, per 10 TAC 10.613(f) and (h). TAA has an affordable lease addendum that has incorporated this required language. If you are not a TAA member, you can draft a lease addendum using the requirements outlined above. For Section 811 units, you must use the HUD Model Lease, HUD form 92236-PRA.
7. **Tenant Selection Criteria:** In accordance with 10 TAC §10.610(b), you must maintain written Tenant Selection Criteria and a copy of those written criteria under which an applicant was screened must be included in the household's file.

Exhibit 3

Annual Owner's Compliance Report Instructions

Submit the 2019 Annual Owner's Compliance Report (AOCR) online via CMTS for each of the Properties.

CMTS is available at: <https://pox.tdhca.state.tx.us/aims2/pox>.

The report has three parts, each of which must be submitted via CMTS for each of the Properties:

- Part A: Owner's Certification of Program Compliance
- Part B: Unit Status Report
- Owner's Financial Certification

The 2019 AOCR was due 7/15/2020, reporting data as of 12/31/2019. Part A and the Owner's Financial Certification must be completed with information as of 12/31/2019; however, the Unit Status Report can be completed using current occupancy data.

Technical support:

- *Training materials regarding annual reporting is available at the following link: <https://www.tdhca.state.tx.us/pmcomp/reports.htm> .*
- *Please note that you must enter current occupancy data and individual household member information for each unit before the system will allow you to submit Part B. To update the Unit Status Report / Quarterly Vacancy Report, you will log in to CMTS. Once logged in, click on "Unit Status Report". Click on "Enter Unit Occupancy" at the top of the next screen. From there, you will be able to enter occupancy information for each unit, along with household member data. Once all units have been updated, submit that data via CMTS as the 2019 AOCR Part B. To get to those reports, go back to the "Unit Status Reports" page in CMTS and submit the Unit Status Report for the required period.*

Exhibit 4:

Texas Administrative Code

TITLE 10 COMMUNITY DEVELOPMENT
PART 1 TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
CHAPTER 10 UNIFORM MULTIFAMILY RULES
SUBCHAPTER E POST AWARD AND ASSET MANAGEMENT REQUIREMENTS
RULE §10.406 Ownership Transfers (§2306.6713)

(a) Ownership Transfer Notification. All multifamily Development Owners must provide written notice and a completed Ownership Transfer packet, if applicable, to the Department at least 45 calendar days prior to any sale, transfer, or exchange of the Development or any portion of or Controlling interest in the Development. Except as otherwise provided herein, the Executive Director's prior written approval of any such transfer is required. The Executive Director may not unreasonably withhold approval of the transfer requested in compliance with this section.

(b) Exceptions. The following exceptions to the ownership transfer process outlined herein apply:

(1) A Development Owner shall be required to notify the Department but shall not be required to obtain Executive Director approval when the transferee is an Affiliate of the Development Owner with no new Principals or the transferee is a Related Party who does not Control the Development and the transfer is being made for estate planning purposes.

(2) Transfers that are the result of an involuntary removal of the general partner by the investment limited partner do not require advance approval but must be reported to the Department as soon as possible due to the sensitive timing and nature of this decision. In the event the investment limited partner has proposed a new general partner or will permanently replace the general partner, a full Ownership Transfer packet must be submitted.

(3) Changes to the investment limited partner, non-Controlling limited partner, or other non-Controlling partners affiliated with the investment limited partner do not require Executive Director approval. A General Partner's acquisition of the interest of the investment limited partner does not require Executive Director approval, unless some other change in ownership is occurring as part of the same overall transaction.

(4) Changes resulting from foreclosure do not require advance approval but acquiring parties must notify the Department as soon as possible of the revised ownership structure and ownership contact information.

(c) General Requirements.

(1) Any new Principal in the ownership of a Development must be eligible under §11.202 of Subchapter C (relating to Ineligible Applicants and Applications). In addition, Principals will be reviewed in accordance with Chapter 1, Subchapter C of this title (relating to Previous Participation and Executive Award Review and Advisory Committee).

(2) Changes in Developers or Guarantors must be addressed as non-material amendments to the application under §10.405 of this subchapter.

(3) To the extent an investment limited partner or its Affiliate assumes a Controlling interest in a Development Owner, such acquisition shall be subject to the Ownership Transfer requirements set forth herein. Principals of the investment limited partner or Affiliate will be considered new Principals and will be reviewed as stated under paragraph (1) of this subsection.

(4) Simultaneous transfer or concurrent offering for sale of the General Partner's and Limited Partner's control and interest will be subject to the Ownership Transfer requirements set forth herein and will trigger a Right of First Refusal, if applicable.

(d) Transfer Actions Warranting Debarment. If the Department determines that the transfer, involuntary removal, or replacement was due to a default by the General Partner under the Limited Partnership Agreement, or other detrimental action that put the Development at risk of failure or the Department at risk for financial exposure as a result of non-compliance, staff may make a recommendation to the Board for the

debarment of the entity and/or its Principals and Affiliates pursuant to the Department's debarment rule. In addition, a record of transfer involving Principals in new proposed awards will be reported and may be taken into consideration by the Executive Award and Review Committee, in accordance with Chapter 1, Subchapter C of this title (relating to Previous Participation and Executive Award Review and Advisory Committee), prior to recommending any new financing or allocation of credits.

(e) Transfers Prior to 8609 Issuance or Construction Completion. Prior to the issuance of IRS Form(s) 8609 (for Housing Tax Credits) or the completion of construction (for all Developments funded through other Department programs) an Applicant may request an amendment to its ownership structure to add Principals. The party(ies) reflected in the Application as having Control must remain in the ownership structure and retain Control, unless approved otherwise by the Executive Director. A development sponsor, General Partner or Development Owner may not sell the Development in whole or voluntarily end their Control prior to the issuance of 8609s.

(f) Nonprofit Organizations. If the ownership transfer request is to replace a nonprofit organization within the Development ownership entity, the replacement nonprofit entity must adhere to the requirements in paragraph (1) or (2) of this subsection.

(1) If the LURA requires ownership or material participation in ownership by a Qualified Nonprofit Organization, and the Development received Tax Credits pursuant to §42(h)(5) of the Code, the transferee must be a Qualified Nonprofit Organization that meets the requirements of §42(h)(5) of the Code and Tex. Gov't Code §2306.6706, if applicable, and can demonstrate planned participation in the operation of the Development on a regular, continuous, and substantial basis.

(2) If the LURA requires ownership or material participation in ownership by a nonprofit organization or CHDO, the Development Owner must show that the transferee is a nonprofit organization or CHDO, as applicable, that complies with the LURA.

(3) Exceptions to the above may be made on a case by case basis if the Development is past its Compliance Period/Federal Affordability Period, was not reported to the IRS as part of the Department's Nonprofit Set Aside in any HTC Award year, and follows the procedures outlined in §10.405(b)(1) - (5) of this chapter (relating to LURA Amendments that require Board Approval). The Board must find that:

(A) The selling nonprofit is acting of its own volition or is being removed as the result of a default under the organizational documents of the Development Owner;

(B) The participation by the nonprofit was substantive and meaningful during the full term of the Compliance Period but is no longer substantive or meaningful to the operations of the Development; and

(C) The proposed purchaser is an affiliate of the current Owner or otherwise meets the Department's standards for ownership transfers.

(g) Historically Underutilized Business (HUB) Organizations. If a HUB is the general partner or special limited partner of a Development Owner and it determines to sell its ownership interest, after the issuance of 8609's, the purchaser of that partnership interest or the general or special limited partner is not required to be a HUB as long as the procedure described in §10.405(b)(1) of this chapter (relating to Non-Material LURA Amendments) has been followed and approved.

(h) Documentation Required. A Development Owner must submit documentation requested by the Department to enable the Department to understand fully the facts and circumstances pertaining to the transfer and the effects of approval or denial. Documentation must be submitted as directed in the Post Award Activities Manual, which includes but is not limited to:

(1) A written explanation outlining the reason for the request;

(2) Ownership transfer information, including but not limited to the type of sale, amount of Development reserves to transfer in the event of a property sale, and the prospective closing date;

(3) Pre and post transfer organizational charts with TINs of each organization down to the level of natural persons in the ownership structure as described in §11.204(13)(A) of Subchapter C;

(4) A list of the names and contact information for transferees and Related Parties;

(5) Previous Participation information for any new Principal as described in §11.204(13)(B) of Subchapter C;

(6) Agreements among parties associated with the transfer;

(7) Owners Certifications with regard to materials submitted further described in the Post Award Activities Manual;

(8) Detailed information describing the organizational structure, experience, and financial capacity of any party holding a controlling interest in any Principal or Controlling entity of the prospective Development Owner;

(9) Evidence and certification that the tenants in the Development have been notified in writing of the proposed transfer at least 30 calendar days prior to the date the transfer is approved by the Department. The ownership transfer approval letter will not be issued until this 30 day period has expired;

(10) Any required exhibits and the list of exhibits related to specific circumstances of transfer or Ownership as detailed in the Post Award Activities Manual.

(i) Once the Department receives all necessary information under this section and as required under the Post Award Activities Manual, staff shall initiate a qualifications review of a transferee, in accordance with Chapter 1, Subchapter C of this title (relating to Previous Participation and Executive Award Review and Advisory Committee), to determine the transferee's past compliance with all aspects of the Department's programs, LURAs and eligibility under this chapter and §11.202 of Subchapter C (relating to Ineligible Applicants and Applications).

(j) Credit Limitation. As it relates to the Housing Tax Credit amount further described in §11.4(a) of this title (relating to Tax Credit Request and Award Limits), the credit amount will not be applied in circumstances described in paragraphs (1) and (2) of this subsection:

(1) In cases of transfers in which the syndicator, investor or limited partner is taking over ownership of the Development and not merely replacing the general partner; or

(2) In cases where the general partner is being replaced if the award of credits was made at least five years prior to the transfer request date.

(k) Penalties, Past Due Fees and Underfunded Reserves. The Development Owner must comply with any additional documentation requirements as stated in Subchapter F of this chapter (relating to Compliance Monitoring). The Development Owner, as on record with the Department, will be liable for any penalties or fees imposed by the Department even if such penalty can be attributable to the new Development Owner unless such ownership transfer is approved by the Department. In the event a transferring Development has a history of uncorrected UPCS violations, ongoing issues related to keeping housing sanitary, safe, and decent, an account balance below the annual reserve deposit amount as specified in §10.404(a) (relating to Replacement Reserve Accounts), or that appears insufficient to meet capital expenditure needs as indicated by the number or cost of repairs included in a PCA, the prospective Development Owner may be required to establish and maintain a replacement reserve account or increase the amount of regular deposits to the replacement reserve account by entering into a Reserve Agreement with the Department. The Department may also request a plan and timeline relating to needed repairs or renovations that will be completed by the departing and/or incoming Owner as a condition to approving the Transfer.

(l) Ownership Transfer Processing Fee. The ownership transfer request must be accompanied by the corresponding ownership transfer fee as outlined in §11.901 of this chapter (relating to Fee Schedule, Appeals, and other Provisions).

Source Note: The provisions of this §10.406 adopted to be effective January 5, 2017, 41 TexReg 10569; amended to be effective January 4, 2018, 42 TexReg 7610; amended to be effective December 30, 2018, 43 TexReg 8297