

# Texas State Affordable Housing Corporation Compliance Review Observation Report

**Peppertree Acres Apartments**  
6555 Sheridan Circle, Fort Worth, Texas 76134

**Owner:** RHAC – Peppertree Acres, LLC      **Date Built:** 1982  
**Management Company:** Capstone Real Estate Services      **Property Manager:** Chiquita Gulley  
**Inspection Date & Time:** August 8 at 12:00 p.m.      **Inspector's Name:** James Matias

<b>Number of Units:</b> 148	<b>Number of required LI units:</b> 148	<b>Number of required VLI units:</b>	<b>N/A</b>	
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) Is there any discriminatory language on the Application for Tenancy or Occupancy Qualifications?			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) Are the set-aside units evenly distributed?				
a) No more than 60% of the set-aside requirements consist of one unit type?				X
b) No less than 20% of the set aside requirements consist of any particular unit type?				X
3) 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			
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Unit #	USR Designation	New Designation	Comments
5208	60	60	
5201	60	60	
6520	60	60	
1000	60	60	
1012	60	60	
2302	60	60	
2312	60	60	

**COMMENTS:**

RESIDENT SERVICES		YES	NO	N/A
1) Do the resident services appear to cater to the resident profile of the property?	X			

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2) Do the resident services appear to be effective? Discuss your observations in the comments section below.	X		
3) Is the property meeting the Resident Service requirements as required by the Regulatory Agreement and Asset Oversight and Compliance Agreement?	X		
4) 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) Did TSAHC provide any Technical Assistance regarding Resident Services?		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:** The most common error found during the file review included discrepancies between the Unit Status Report (USR) and the Tenant Income Certification (TIC) or Annual Eligibility Certifications (AEC) regarding rent, household size, and move in and effective dates. Seventy percent of the files reviewed had inconsistencies regarding the USR. The importance of maintaining an accurate USR and the significance of updating rent in our system each time the housing subsidy amount changes was discussed in detail with management. Management submitted USR discrepancy corrections for units 906, 922, 932, 934, 1002, 1024, 2332, 2336, 5207, 6501, 6504, 6513, 6516, and 6545 prior to the completion and issuance of this report.

**Observations:**

- During the file review, units 2336, 5207, and 6551 did not have the TSAHC Health and Safety form. Prior to the submission of this report, management corrected the files by having the residents sign the Health and Safety form and putting them in the files.
- A large portion of the files had the rent section of the AEC filled out incorrectly. The reviewer instructed the Property Manager of the appropriate way to fill this out. Management stated that they will review the other files for discrepancies and correct them as needed.

***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
<p>Observations:</p> <ul style="list-style-type: none"><li>• During the file review, units 2336, 5207, and 6551 did not have the TSAHC Health and Safety form. Prior to the submission of this report, management corrected the files by having the residents sign the Health and Safety form and putting them in the files.</li><li>• A large portion of the files had the rent section of the AEC filled out incorrectly. The reviewer instructed the Property Manager of the appropriate way to fill this out. Management stated that they will review the other files for discrepancies and correct them as needed.</li></ul> <p>No Findings.</p>