

# Texas State Affordable Housing Corporation Compliance Review Observation Report

**Peppertree Acres Apartments**  
6555 Sheridan Circle, Ft. Worth, Texas 76134

**Owner:** RHAC – Peppertree Acres, LLC                      **Date Built:** 1982  
**Management Company:** J. Allen Management Co.                      **Property Manager:** Shirease Boo'ty  
**Inspection Date & Time:** July 13, 2021 at 10:30 a.m.                      **Inspector's Name:** Estefania Linares

<b>Number of Units:</b> 148	<b>Number of required LI units:</b> 148	<b>Number of required VLI units:</b> N/A	
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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) 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

Unit #	USR Designation	Comments
N/A		

**COMMENTS:** Peppertree did not have vacant units.

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:			
a) Resident attendance	X		

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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:** TSAHC intends to start monitoring services on October 1, 2021. This date is subject to change based on the pandemic conditions and CDC guidance at that time. In anticipation of the date, management is advised to stay up to date and adhere to federal, state, and local guidance and adjust resident services, as needed. Management can also refer to CDC guidance for group gatherings by visiting the [cdc.gov](https://www.cdc.gov) website. Management is advised to take good health and safety precautions for current and future resident services provided. Please continue to clean all common areas, restrooms, doorknobs, and handrails. Please continue to submit the Resident Services reports for services you are currently providing, TSAHC will continue to take limitations into consideration as we review the monthly requirements.

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:** Overall, the tenant files were maintained in a consistent order however some files need some additional clarification.

See Findings below that were corrected.

- Unit #930 – The Unit Status Report needed to be adjusted to reflect 3 bedrooms instead of 4.
- Unit #1014 – The Unit Status Report needed to reflect \$0 for the tenant's rent portion.
- Unit #1030 – The Unit Status Report needed to be adjusted to reflect \$836 for subsidy's rent portion.
- Unit #2330 – The file had an employment verification without the verification of how it was received.
- Unit #5218 – The Unit Status Report needed to be adjusted to reflect \$96 for tenant's rent portion and \$654 subsidy's rent portion.
- Unit #5234 – The Unit Status Report needed to reflect 2 occupants instead of 4.
- Unit #5232 – The Unit Status Report needed to be adjusted to reflect 3 households instead of 2.
- Unit #5238 – The Unit Status Report needed to reflect \$849 for subsidy's portion.
- Unit #6520 – The Unit Status Report needed to be adjusted to reflect \$656 for the tenant's rent portion.
- Unit #6541 – The Unit Status Report needed to reflect \$349 for the tenant's rent and \$401 for subsidy rent.

**Management corrected all the issues noted above and submitted to TSAHC prior to finalizing this report. No further action is necessary.**

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*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
1014	Child Support/Alimony Certification form is missing the signature date.	<ul style="list-style-type: none"> <li>Tenant needs to date the Child Support/Alimony Certification form.</li> </ul>
2348	Application needs to have the previous landlord information completed to make sure the resident did not own any property.	<ul style="list-style-type: none"> <li>Resident needs to complete the previous landlord information from the application.</li> </ul>
5208	Application needs to have the previous landlord information completed to make sure the resident did not own any property.	<ul style="list-style-type: none"> <li>Resident needs to complete the previous landlord information from the application.</li> </ul>

**COMMENTS:**

### SUMMARY OF FINDINGS AND OBSERVATIONS

**No Observations.**

**Findings listed above.** All corrective action must be submitted to TSAHC for review no later than **September 10, 2021** (30 day from the date the report was issued).