

Texas State Affordable Housing Corporation Compliance Review Observation Report

Pythian Manor Apartments 2719 Illinois Ave, Dallas, Texas 75216

Owner: Steele Pythian LP

Date Built: 1968

Management Company: Monroe Group Ltd.

Property Manager: Alisa Cherco

Inspection Date & Time: December 20, 2021 at 12:00 p.m. **Inspector's Name:** Estefania Linares

Number of Units:	76	Number of required LI units:	31	Number of required VLI units:	4
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
127	60%	(Vacant 1X1 – Made Ready)
206	60%	(Vacant 0X1 – Made Ready)
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:					

Texas State Affordable Housing Corporation Compliance Review Observation Report

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		
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:

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 files submitted were organized and easy to follow. Findings are listed 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 1st page of the lease for the new household occupying the unit.

Unit	Finding	Corrective Action Requirement
11	The Unit Status Report (USR) needs to be updated.	<ul style="list-style-type: none"> The USR needs to be corrected to reflect one occupant instead of two.
126	Unable to determine eligibility since the file was not submitted to TSAHC.	<ul style="list-style-type: none"> Management is required to submit this file to TSAHC for review.

COMMENTS:

Texas State Affordable Housing Corporation
Compliance Review Observation Report

SUMMARY OF FINDINGS AND OBSERVATIONS

No Observations.

Findings are noted in the chart above. Corrective action must be submitted to TSAHC no later February 13, 2022.