

# Texas State Affordable Housing Corporation Compliance Review Observation Report

<b>Peppertree Acres Apartment</b>				
6555 Sheridan Circle, Fort Worth, Texas 76134				
Owner: RHAC – Peppertree Acres, LLC		Date Built: 1982		
Management Company: J. Allen Management Co.		Property Manager: Shirease Boot’y		
Inspection Date & Time: June 14, 2024, at 10:00 AM		Inspector’s Name: Mercedes Dunmore		
Number of Units: 148	Number of required LI units: 148	Number of required VLI units: N/A		
<b>COMPLIANCE AUDIT</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
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	
<b>COMMENTS:</b>				

<b>SET-ASIDES</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
1) Is the property meeting all occupancy restrictions required by the property’s Regulatory Agreement and Asset Oversight and Compliance Agreement?		X		
2) 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	
<b>COMMENTS:</b>				

<b>UNITS WALKED</b>		
<b>Unit #</b>	<b>USR Designation</b>	<b>Comments</b>
1002	60%	
2324	60%	
<b>COMMENTS:</b>		

<b>RESIDENT SERVICES</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
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:				

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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 – quarterly.	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:** This year's review was conducted virtually. There were several Unit Status Report (USR) discrepancies. Moving forward, management must review the USR for accuracy prior to monthly submission. See Findings below

**Finding:**

- **Unit Status Report (USR):** When comparing tenant data from the Tenant Income Certification (TIC) form to the USR it was apparent that the USR had not been updated to reflect the new tenant rents and housing assistance payments. Management must complete a full review of the rent roll and update all tenant rent and housing assistance payment changes and update the USR accordingly. TSAHC will review the July USR no later than 8/12/2024 to ensure completion.

*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
914	The USR reflects incorrect information.	-Management must confirm the correct subsidy amount and update the USR and Rent Roll to match accordingly. <b>No further action required.</b>

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918	The USR reflects incorrect information. The AEC form not submitted.	- Management must confirm the correct subsidy amount and update the USR and Rent Roll to match accordingly. <b>No further action required.</b>  -Management must submit the missing AEC for review. <b>No further action required.</b>
926	The USR reflects incorrect information.	-Management must confirm the correct subsidy amount and update the USR and Rent Roll to match accordingly. <b>No further action required.</b>
934	The USR reflects incorrect information.	-Management must confirm the correct subsidy amount and update the USR and Rent Roll to match accordingly. <b>No further action required.</b>
1000	The USR reflects incorrect information.	-Management must confirm the correct subsidy amount and update the USR and Rent Roll to match accordingly. <b>No further action required.</b>  -Management must update the USR to show the correct move-in date. <b>No further action required.</b>
1002	The USR reflects incorrect information. The TIC reflects an inaccurate annual income amount.	-Management must confirm the correct subsidy amount and update the USR and Rent Roll to match accordingly. <b>No further action required.</b>  -Management must update the income on the USR to match the income on the TIC. <b>No further action required.</b>  -Management must update the TIC to the amount listed on the Real Page Compliance Services Income Calculator. <b>No further action required.</b>
1014	The USR reflects incorrect information. The TIC is incomplete.	-Management must confirm the correct subsidy amount and update the USR and Rent Roll to match accordingly. <b>No further action required.</b>  -The cash card account is missing from the TIC. Management must update the TIC to include the \$0.78 cash account. <b>No further action required.</b>
1024	The USR reflects incorrect information.	-Management must confirm the correct subsidy amount and update the USR and Rent Roll to match accordingly. <b>No further action required.</b>  -Management must update the number of household members to 3 on the USR to reflect the information on the TIC. <b>No further action required.</b>
1026	The USR reflects incorrect information.	-Management must confirm the correct subsidy amount and update the USR and Rent Roll to match accordingly. <b>No further action required.</b>  -Management must update the TIC to the amount listed on the Real Page Compliance Services Income Calculator. Once updated management must update the income on the USR to match the income on the TIC. <b>No further action required.</b>  -Management must update the USR to show "Yes" for recertification. <b>No further action required.</b>
1028	Unable to determine eligibility. Income verification was not in the files for the initial TIC. The AEC form is not completed in its entirety. USR reflects incorrect information.	-Management must submit a completed Recurring Gift/Assistance Affidavit and submit it for review. <b>No further action required.</b>  -Management must complete the effective and move-in dates on the AEC form. Management must also have the resident complete the AEC form in its entirety. The additional household member is missing, and

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		<p>the Race, Ethnicity, and Disabled status and student status are incomplete. If the resident wishes to not complete this section, they must initial the respective portion of the form. <b>No further action required.</b></p> <p>- Management must confirm the correct subsidy amount and update the USR and Rent Roll to match accordingly. <b>No further action required.</b></p>
1034	The USR reflects incorrect information.	<p>- Management must confirm the correct subsidy amount and update the USR and Rent Roll to match accordingly. <b>No further action required.</b></p> <p>-Management must update the USR to show "Yes" for recertification. <b>No further action required.</b></p>
2318	The USR reflects incorrect information.	<p>-Management must update the USR to show the correct income amount. <b>No further action required.</b></p> <p>- Management must confirm the correct subsidy amount and update the USR and Rent Roll to match accordingly. <b>No further action required.</b></p>
2324	The USR reflects incorrect information.	<p>- Management must confirm the correct subsidy amount and update the USR and Rent Roll to match accordingly. <b>No further action required.</b></p> <p>Note: The lease is effective 4/26/2024 however the TIC date is 4/10/2024. <b>No further action required.</b></p>
2330	The USR reflects incorrect information.	- Management must confirm the correct subsidy amount and update the USR and Rent Roll to match accordingly. <b>No further action required.</b>
2338	The USR reflects incorrect information.	-Management must confirm the correct tenant rent and subsidy amount and update the USR and Rent Roll to match accordingly. <b>No further action required.</b>
2350	The USR reflects incorrect information.	-Management must confirm the correct tenant rent and subsidy amount and update the USR and Rent Roll to match accordingly. <b>No further action required.</b>
5206	The USR reflects incorrect information.	-Management must confirm the correct tenant rent and subsidy amount and update the USR and Rent Roll to match accordingly. <b>No further action required.</b>
5207	The USR reflects incorrect information.	<p>-Management must confirm the correct subsidy amount and update the USR and Rent Roll to match accordingly. <b>No further action required.</b></p> <p>-The initial application is missing. Management must submit to TSAHC for review. A recertification questionnaire was submitted instead of the initial application. <b>No further action required.</b></p>
5208	File not submitted for review.	<p>-Management must submit the 2020 Initial Income Certification, with proof of income, and application along with all related forms. <b>No further action required.</b></p> <p>-Management must submit the 2023 AEC and all applicable forms. <b>No further action required.</b></p>
5230	The USR reflects incorrect information.	-Management must confirm the correct tenant rent and subsidy amount and update the USR and Rent Roll to match accordingly. <b>No further action required.</b>
5233	The USR reflects incorrect information. The income on the TIC doesn't match the income on the USR.	-Management must confirm the correct subsidy amount and update the

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		<p>USR and Rent Roll to match accordingly. <b>No further action required.</b></p> <p>-Management must update HH mm #2-4 are not listed as ft students is this accurate?</p> <p>-Management must update the effective and move-in dates on the AEC to match the TIC and USR. The TIC states 5/3/2021 and the USR says 7/12/2019. <b>No further action required.</b></p> <p>-Management must update the income on the USR to \$10,304 to reflect the initial income on from the TIC.</p>
6500	The USR reflects incorrect information.	-Management must confirm the correct subsidy amount and update the USR and Rent Roll to match accordingly. <b>No further action required.</b>
6505	The USR reflects incorrect information.	-Management must confirm the correct tenant rent and subsidy amount and update the USR and Rent Roll to match accordingly. <b>No further action required.</b>
6506	The USR reflects incorrect information.	-Management must confirm the correct tenant rent and subsidy amount and update the USR and Rent Roll to match accordingly. <b>No further action required.</b>
6516	The USR reflects incorrect information.	-Management must confirm the correct subsidy amount and update the USR and Rent Roll to match accordingly. <b>No further action required.</b>
6520	The USR reflects incorrect information.	-Management must update the income on the USR to match the income on the TIC. <b>No further action required.</b>
6530	The USR reflects incorrect information.	-Management must confirm the correct tenant rent and subsidy amount and update the USR and Rent Roll to match accordingly. <b>No further action required.</b>
6546	The USR reflects incorrect information.	<p>-Management must confirm the correct subsidy amount and update the USR and Rent Roll to match accordingly. <b>No further action required.</b></p> <p>-Management must update the income on the TIC to reflect the monthly Recurring Gift/Assistance Affidavit. Once corrected update the USR to reflect the corrected amounts.</p>
6554	The USR reflects incorrect information. Unable to determine the household's annual income.	<p>-Management must confirm the correct subsidy amount and update the USR and Rent Roll to match accordingly. <b>No further action required.</b></p> <p>-Management must have the resident supply a copy of the Social Security Award letter for review. <b>No further action required.</b></p>
<b>COMMENTS:</b>		

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**Finding:**

- **Unit Status Report (USR):** When comparing tenant data from the Tenant Income Certification (TIC) form to the USR it was apparent that the USR had not been updated to reflect the new tenant rents and housing assistance payments. Management must complete a full review of the rent roll and update all tenant rent and housing assistance payment changes and update the USR accordingly. TSAHC will review the July USR no later than 8/12/2024 to ensure completion.

### SUMMARY OF FINDINGS AND OBSERVATIONS

**No observations**

**Finding:**

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