



TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

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January 30, 2025

*Writer's direct phone # (512) 475-3907
Email: Christina.Thompson@tdhca.texas.gov*

Jasmine Shepard
Fairfield Residential
Dallas, Texas
jshepard@ffres.com

RE: Inwood Station Apartments

Dear Ms. Shepard

The Texas Department of Housing and Community Affairs (Department) has reviewed the Public Facility Corporation (PFC) Audit Report submitted by Auxano Development LLC on December 16, 2024. This review was performed as required by Section 303.042 (c) of Chapter 303, the Texas Administrative Code Chapter 10, Subchapter I, and the Regulatory Agreement/Deed Restriction for Inwood Station Apartments.

Events of noncompliance have been identified and corrective action is required. The attached Findings Report details the event(s) of noncompliance and the required corrective action. This notice begins the corrective action period. Please supply all requested documentation no later than **March 31, 2025**, the last day of the corrective action period.

If clarification is necessary to complete the corrective action, contact us as soon as possible. If it is not possible to provide the requested documentation by the corrective action period, correct as much as you can and submit a corrective action plan detailing how and when the remaining issue(s) of noncompliance will be corrected.

The Department recommends submitting a cover letter explaining the documentation submitted to address each event of noncompliance. Submit corrective action to pfc.monitoring@tdhca.texas.gov.



If you have any questions about this monitoring report, please contact Christina Thompson toll free in Texas at (800) 643-8204, directly at (512) 475-3907, or email: christina.thompson@tdhca.texas.gov.

Sincerely,

A handwritten signature in black ink, appearing to be 'CT' followed by a long horizontal flourish.

Christina Thompson
PFC Monitor

CC: darren.smith@auxanodevelopment.com

Audit Report
Inwood Station Apartments

The Texas Department of Housing and Community Affairs provides the following Technical Assistance:

- Development shall make a diligent and good faith effort to determine that the initial Income Certification provided by an applicant is accurate by taking one or more of the following steps for the initial Income Certification, as a part of the verification process: (1) obtain pay stubs for the two most recent pay periods; (2) obtain income tax returns for the most recent tax year; (3) conduct a consumer credit search; (4) obtain an income verification from the applicant's current employer; (5) obtain an income verification from the Social Security Administration; or (6) if the applicant is unemployed, does not have income tax returns or is otherwise unable to provide other forms of verification as required above, obtain another form of independent verification as would, in Operator's reasonable commercial judgment, be satisfactory and will comply with the terms of this Agreement.
- In accordance with the Regulatory Agreement, Section 3(d), annual Income Certification with verification of income must be obtained by the household's anniversary date (occupancy date of the unit) and no less than once in a 12-month period.

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

DETAIL FINDINGS AND CORRECTIVE ACTION
PFC PROGRAM

PFC User: Fairfield Residential
Property Name: Inwood Station Apartments
Address: 2727 Inwood Road, Dallas, Texas 75235
RA Date: April 30, 2020

Audit Report Date: 12/16/2024
Program: PFC

Corrective Action Due Date: 3/31/2025

Audit Report Review Date: 1/24/2025

PROGRAM: PFC

PROPERTY FINDINGS

Unit # 1125

Finding Failure to comply with the Public Facility Corporation Regulatory Agreement
Noncompliance Date 5/4/2023 Correction Date:
Reason In accordance with the Regulatory Agreement, Section 3(d), annual Income Certification with verification of income must be obtained by the household's anniversary date (occupancy date of the unit) and no less than once in a 12-month period. Unit number 1125 moved in 5/4/2022, and a new Income Certification with verifications has not been completed as required.
Department unable to establish eligibility. The tenant file does not contain any acceptable forms of income verification documentation. The Auditor reported the income reported could not be verified.

Corrective Action To correct, complete annual Income Certification with verifications of income and submit to the Department for review. Submit the following documentation for review: application, verification of income/assets and an executed Income Certification form.

Unit # 1219

Finding Failure to comply with the Public Facility Corporation Regulatory Agreement
Noncompliance Date 12/17/2023 Correction Date:
Reason In accordance with the Regulatory Agreement, Section 3(d), annual Income Certification with verification of income must be obtained by the household's anniversary date (occupancy date of the unit) and no less than once in a 12-month period. Unit number 1219 moved in 12/17/2022, and a new Income Certification with verifications has not been completed as required.
Department unable to establish eligibility. The tenant file does not contain any acceptable forms of income verification documentation. The Auditor reported the income reported could not be verified.

Corrective Action To correct, complete annual Income Certification with verifications of income and submit to the Department for review. Submit the following documentation for review: application, verification of income/assets and an executed Income Certification form.

Unit # 1353

Finding Failure to comply with the Public Facility Corporation Regulatory Agreement
Noncompliance Date 5/15/2023 Correction Date:
Reason In accordance with the Regulatory Agreement, Section 3(d), annual Income Certification with verification of income must be obtained by the household's anniversary date (occupancy date of the unit) and no less than once in a 12-month period. Unit number 1353 moved in 5/15/2018, and a new Income Certification with verifications has not been completed for 2023 as required.

Department unable to establish eligibility. The tenant file does not contain any acceptable forms of income verification documentation. The Auditor reported the income reported could not be verified.

Corrective Action To correct, complete annual Income Certification with verifications of income and submit to the Department for review. Submit the following documentation for review: application, verification of income/assets and an executed Income Certification form.

Unit # 1427

Finding Failure to comply with the Public Facility Corporation Regulatory Agreement
Noncompliance Date 8/18/2023 Correction Date:
Reason In accordance with the Regulatory Agreement, Section 3(d), annual Income Certification with verification of income must be obtained by the household's anniversary date (occupancy date of the unit) and no less than once in a 12-month period. Unit number 1427 moved in 8/18/2022 and a new Income Certification with verifications has not been completed as required.

Department unable to establish eligibility. The tenant file does not contain any acceptable forms of income verification documentation. The Auditor reported the income reported could not be verified.

Corrective Action To correct, complete annual Income Certification with verifications of income and submit to the Department for review. Submit the following documentation for review: application, verification of income/assets and an executed Income Certification form.

Unit # 2215

Finding Failure to comply with the Public Facility Corporation Regulatory Agreement
Noncompliance Date 12/1/2023 Correction Date:
Reason In accordance with the Regulatory Agreement, Section 3(d), annual Income Certification with verification of income must be obtained by the household's anniversary date (occupancy date of the unit) and no less than once in a 12-month period. Unit number 2215 moved in 12/1/2021 and a new Income Certification with verifications has not been completed for 2023 as required.

Department unable to establish eligibility. The tenant file does not contain any acceptable forms of income verification documentation. The Auditor reported the income reported could not be verified.

Corrective Action To correct, complete annual Income Certification with verifications of income and submit to the Department for review. Submit the following documentation for review: application, verification of income/assets and an executed Income Certification form.

Unit # 2316

Finding

Failure to comply with the Public Facility Corporation Regulatory Agreement

Noncompliance Date

10/8/2023

Correction Date:

Reason

In accordance with the Regulatory Agreement, Section 3(d), annual Income Certification with verification of income must be obtained by the household's anniversary date (occupancy date of the unit) and no less than once in a 12-month period. Unit number 2316 moved in 10/8/2022 and a new Income Certification with verifications has not been completed as required.

Department unable to establish eligibility. The tenant file does not contain any acceptable forms of income verification documentation. The Auditor reported the income reported could not be verified.

Corrective Action

To correct, complete annual Income Certification with verifications of income and submit to the Department for review. Submit the following documentation for review: application, verification of income/assets and an executed Income Certification form.

Unit # 2441

Finding

Failure to comply with the Public Facility Corporation Regulatory Agreement

Noncompliance Date

10/31/2023

Correction Date:

Reason

In accordance with the Regulatory Agreement, Section 3(d), annual Income Certification with verification of income must be obtained by the household's anniversary date (occupancy date of the unit) and no less than once in a 12-month period. Unit number 2441 moved in 10/31/2022 and a new Income Certification with verifications has not been completed as required.

Department unable to establish eligibility. The tenant file does not contain any acceptable forms of income verification documentation. The Auditor reported the income reported could not be verified.

Corrective Action

To correct, complete annual Income Certification with verifications of income and submit to the Department for review. Submit the following documentation for review: application, verification of income/assets and an executed Income Certification form.

Unit # 1452

Finding

Failure to comply with the Public Facility Corporation Regulatory Agreement

Noncompliance Date

2/20/2023

Correction Date:

Reason

In accordance with the Regulatory Agreement, Section 3(d), annual Income Certification with verification of income must be obtained by the household's anniversary date (occupancy date of the unit) and no less than once in a 12-month period. Unit number 1452 moved in 2/20/2021 and a new Income Certification with verifications has not been completed as required.

Department unable to establish eligibility. The tenant file does not contain any acceptable forms of income verification documentation. The Auditor reported the income reported could not be verified.

Corrective Action

To correct, complete annual Income Certification with verifications of income and submit to the Department for review. Submit the following documentation for review: application, verification of income/assets and an executed Income Certification form.