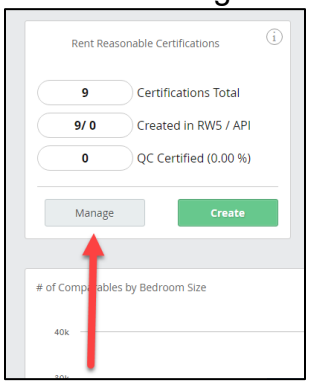
Rental Assistance & Homeless Solutions
AffordableHousing.com Rent Reasonableness System Access
Complete a Work in Progress Certification
Effective Date: October 1, 2021

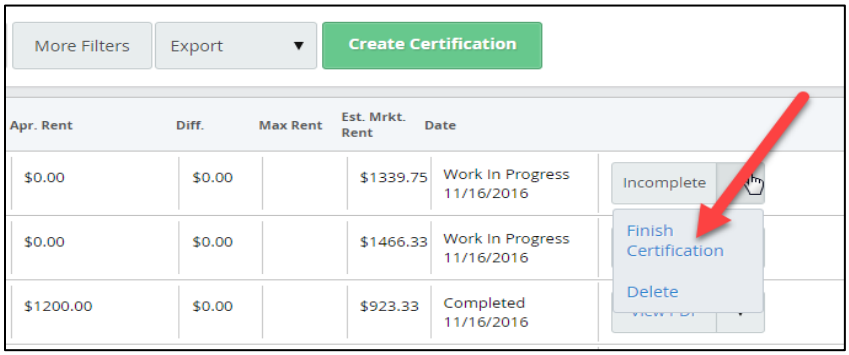
If a unit fails comparability and renegotiation of the rent will be completed, you may use the *Sign and Certify* feature of AffordableHousing.com. The *Save and Finish Later* feature saves the pending rent reasonableness in the manage certification grid as a "Work in Progress" with an "Incomplete" status. After renegotiation is completed, you must go into the working certification and close it out with the *Sign and Certify* process.

Sign and Certify a "Work in Progress" Certification

1. Click the Manage button in the Rent Reasonable Certifications widget.



2. Locate your working certification, select the down arrow, and select Finish Certification.



3. Enter the Approved Rent amount and select Sign and Certify.
   - If the rent has been renegotiated, enter the approved reasonable rent.
   - If the rent has not been renegotiated, enter $0.00.

4. The certification for the Subject Unit is available on the Certification page. From here, you can select View PDF on your unit to review and print the final RR Certification report.