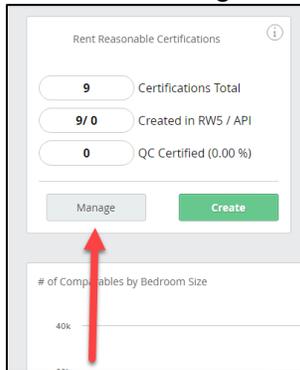


Rental Assistance & Homeless Solutions  
AffordableHousing.com Rent Reasonableness System Access  
Complete a Work in Progress Certification  
Effective Date: October 1, 2021

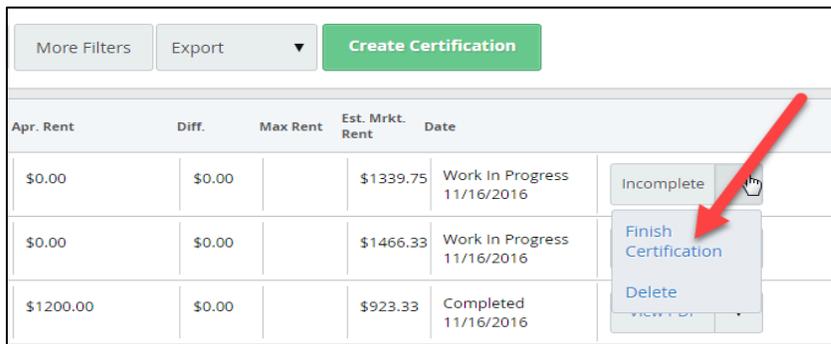
If a unit fails comparability and renegotiation of the rent will be completed, you may use the *Sign and Certify* feature of AffordableHousing.com. The *Save and Finish Later* feature saves the pending rent reasonableness in the manage certification grid as a “Work in Progress” with an “Incomplete” status. 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.

A screenshot of the certification grid. At the top are buttons for 'More Filters', 'Export', and 'Create Certification'. The grid has columns for 'Apr. Rent', 'Diff.', 'Max Rent', 'Est. Mrkt. Rent', and 'Date'. There are three rows of data. The first two rows have a status of 'Work In Progress' and a date of '11/16/2016'. The third row has a status of 'Completed' and a date of '11/16/2016'. A dropdown menu is open for the first 'Work In Progress' row, showing options: 'Incomplete', 'Finish Certification', and 'Delete'. A red arrow points to the 'Finish Certification' option.

Apr. Rent	Diff.	Max Rent	Est. Mrkt. Rent	Date	
\$0.00	\$0.00		\$1339.75	Work In Progress 11/16/2016	Incomplete
\$0.00	\$0.00		\$1466.33	Work In Progress 11/16/2016	Finish Certification
\$1200.00	\$0.00		\$923.33	Completed 11/16/2016	Delete

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.