

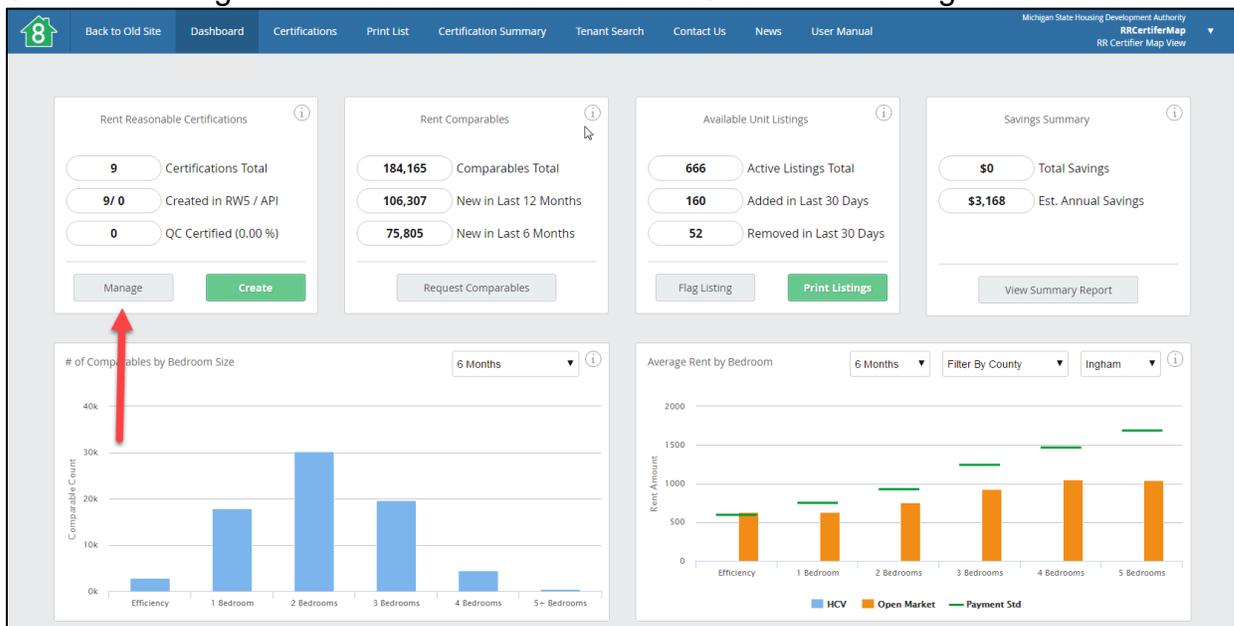
Rental Assistance & Homeless Solutions
 AffordableHousing.com Rent Reasonableness System Access
 Certify a Similar Subject Unit
 Effective Date: October 1, 2021

There will be situations where rent reasonableness must be conducted on identical units within the same building. AffordableHousing.com has a feature that allows you to use a rent reasonable certification from one unit to certify rent reasonableness for other identical units in the same building. These are called “similar” units in AffordableHousing.com.

A primary subject unit rent reasonableness certification must be completed before you can use the Add Similar functionality. Use the *ESG AffordableHousing.com - Create a RR Certification* user guide to create the primary subject certification.

Add a Similar RR Certification

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



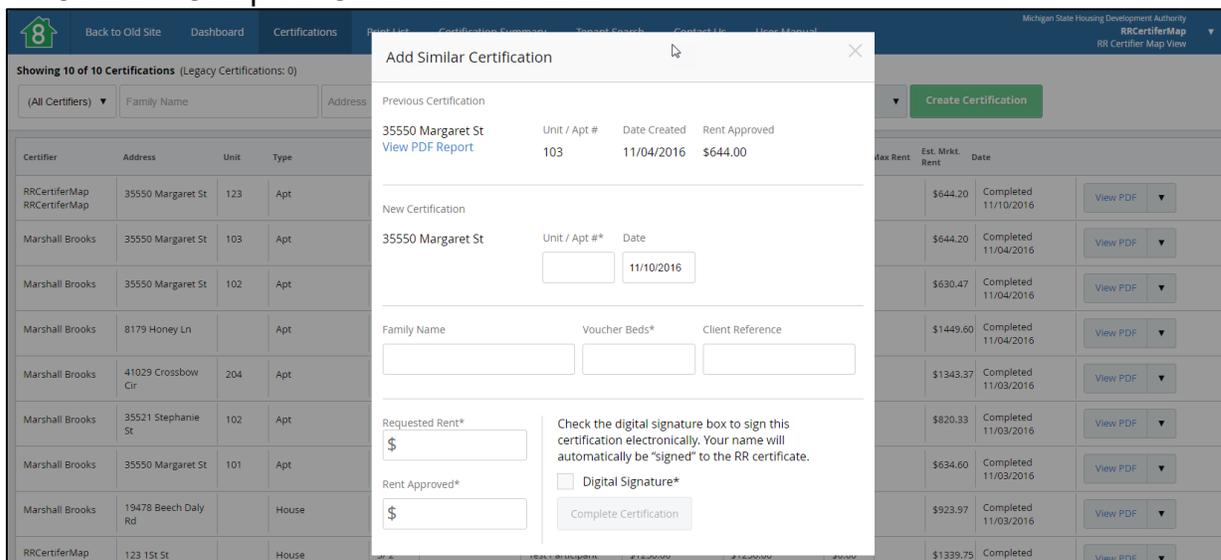
2. Locate your primary certification, select the down arrow, and select Add Similar.

The table displays the following data:

Certifier	Address	Unit	Type	Bd / Bth	Reference #	Family Name	Req. Rent	Apr. Rent	Diff.	Max Rent	Est. Mrkt Rent	Date	Actions
Marshall Brooks	35550 Margaret St	103	Apt	1 / 1			\$769.00	\$644.00	\$125.00		\$644.20	Completed 11/04/2016	View PDF, Recertify, Add Similar, View PDF
Marshall Brooks	35550 Margaret St	102	Apt	1 / 1			\$769.00	\$630.00	\$139.00		\$630.47	Completed 11/04/2016	View PDF
Marshall Brooks	8179 Honey Ln		Apt	3 / 2.5			\$1170.00	\$1170.00	\$0.00		\$1449.60	Completed 11/04/2016	View PDF
Marshall Brooks	41029 Crossbow Cir	204	Apt	3 / 2			\$1133.00	\$1133.00	\$0.00		\$1343.37	Completed 11/03/2016	View PDF
Marshall Brooks	35521 Stephanie St	102	Apt	2 / 1			\$879.00	\$879.00	\$0.00		\$820.33	Completed 11/03/2016	View PDF
Marshall Brooks	35550 Margaret St	101	Apt	1 / 1			\$769.00	\$769.00	\$0.00		\$634.60	Completed 11/03/2016	View PDF
Marshall Brooks	19478 Beech Daly Rd		House	3 / 1			\$1095.00	\$1095.00	\$0.00		\$923.97	Completed 11/03/2016	View PDF
RRCertifierMap RRCertifierMap	123 1st St		House	3 / 2		Test Participant	\$1250.00	\$1250.00	\$0.00		\$1339.75	Completed 10/31/2016	View PDF
RRCertifierMap RRCertifierMap	123 1st St		House	3 / 2		Test Participant	\$1200.00	\$1200.00	\$0.00		\$1221.61	Completed 10/31/2016	View PDF

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3. Enter the required information into the Add Similar Certification box.
 - Add the Unit/Apt# for the new subject unit.
 - Enter the voucher bedroom size.
 - Enter the Requested Contract Rent amount which will match the primary unit.
 - Enter the Rent Approved amount which will match the primary unit.
 - Select the Digital Signature checkbox.
 - Click the Complete Certification button.



4. The certification for the new subject unit will be available on the main Certification page.
 - Select View PDF on your RR certification to review and/or print the final RR Certification report.

Certifier	Address	Unit	Type	Bd / Bth	Reference #	Family Name	Req. Rent	Apr. Rent	Diff.	Max Rent	Est. Mkt. Rent	Date	
RRCertifierMap RRCertifierMap	35550 Margaret St	123	Apt	1/1		Test Name	\$640.00	\$640.00	\$0.00		\$644.20	Completed 11/04/2016	View PDF
Marshall Brooks	35550 Margaret St	103	Apt	1/1			\$769.00	\$644.00	\$125.00		\$644.20	Completed 11/04/2016	View PDF
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