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.

Rent Rea	sonable Certifications (i)	Rent Comparables (i)	Available Unit Listings (i) Savings Summary
9	Certifications Total	184,165 Comparables Total	666 Active Listings Total \$0 Total Savings
9/ 0	Created in RW5 / API	106,307 New in Last 12 Months	160 Added in Last 30 Days \$3,168 Est. Annual Savings
0	QC Certified (0.00 %)	75,805 New in Last 6 Months	52 Removed in Last 30 Days
# of Comparable	is by Bedroom Size	6 Months V	Average Rent by Bedroom 6 Months V Filter By County V Ingham V
# of Comp. able	s by Bedroom Size	6 Months • (i)	Average Rent by Bedroom 6 Months Filter By County Ingham

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

8	Back t	o Old Site Dasł	nboard	Certificatio	ons	Print List	Certification Sun	nmary Tenant S	earch Contact U	ls User Manu	al			Michiga	In State Housing Development Authori RRCertiferMa RR Certifier Map Vier	ty np ▼ w
Showing 9 of 9 Certifications (Legacy Certifications: 0) Date Range																
(All Certifie	ers) 🔻	Family Name			Address			10/11/2016	11/10/2016	More Filters	Export	•	Create Ce	ertification		
Certifier		Address	Unit	Туре		Bd / Bth	Reference #	Family Name	Req. Rent	Apr. Rent	Diff.	Max Rent	Est. Mrkt. Rent	Date	1	
Marshall Br	ooks	35550 Margaret St	103	Apt		1/1			\$769.00	\$644.00	\$125.00		\$644.20	Completed 11/04/2016	View PDF	
Marshall Br	ooks	35550 Margaret St	102	Apt		1/1			\$769.00	\$630.00	\$139.00		\$630.47	Completed 11/04/2016	Recertify Add Similar	
Marshall Br	ooks	8179 Honey Ln		Apt		3/ 2.5			\$1170.00	\$1170.00	\$0.00		\$1449.60	Completed 11/04/2016	View PDF 🔻	
Marshall Br	ooks	41029 Crossbow Cir	204	Apt		3/ 2			\$1133.00	\$1133.00	\$0.00		\$1343.37	Completed 11/03/2016	View PDF	
Marshall Br	ooks	35521 Stephanie St	102	Apt		2/1			\$879.00	\$879.00	\$0.00		\$820.33	Completed 11/03/2016	View PDF	
Marshall Br	ooks	35550 Margaret St	101	Apt		1/1			\$769.00	\$769.00	\$0.00		\$634.60	Completed 11/03/2016	View PDF 🔻	
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RRCertiferN RRCertiferN	lap lap	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.

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		board	certificat		Add Cinciles Costifie	ation			\times				RR Certifier Map View	
Showing 10 of 10 Certifications (Legacy Certifications: 0)					Add Similar Certifica	ation	- 0							
(All Certifiers) 🔻	Family Name Address			Previous Certification					T		tification			
Certifier	Address	Unit	Туре		35550 Margaret St View PDF Report	Unit / Apt # 103	Date Created 11/04/2016	Rent Approved \$644.00	4	lax Rent	Est. Mrkt. Rent Da	te		
RRCertiferMap RRCertiferMap	35550 Margaret St	123	Apt		New Certification				-		\$644.20	Completed 11/10/2016	View PDF 🔻	
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Marshall Brooks	8179 Honey Ln		Apt		Family Name	Vouch	er Beds*	Client Reference			\$1449.60	Completed 11/04/2016	View PDF	
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- 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.

Back to Old Site Dashboard Certification					Michiger State Housing Development Automy ons Print List Certification Summary Tenant Search Contact Us User Manual RRCetrification A RRCetrification & RRCe										
Showing 10 of 10 Certifications (Legacy Certifications: 0) Date Range															
(All Certifiers)	 Family Name 			Address			10/11/2016	11/10/2016	More Filters	Export	•		rtification		
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