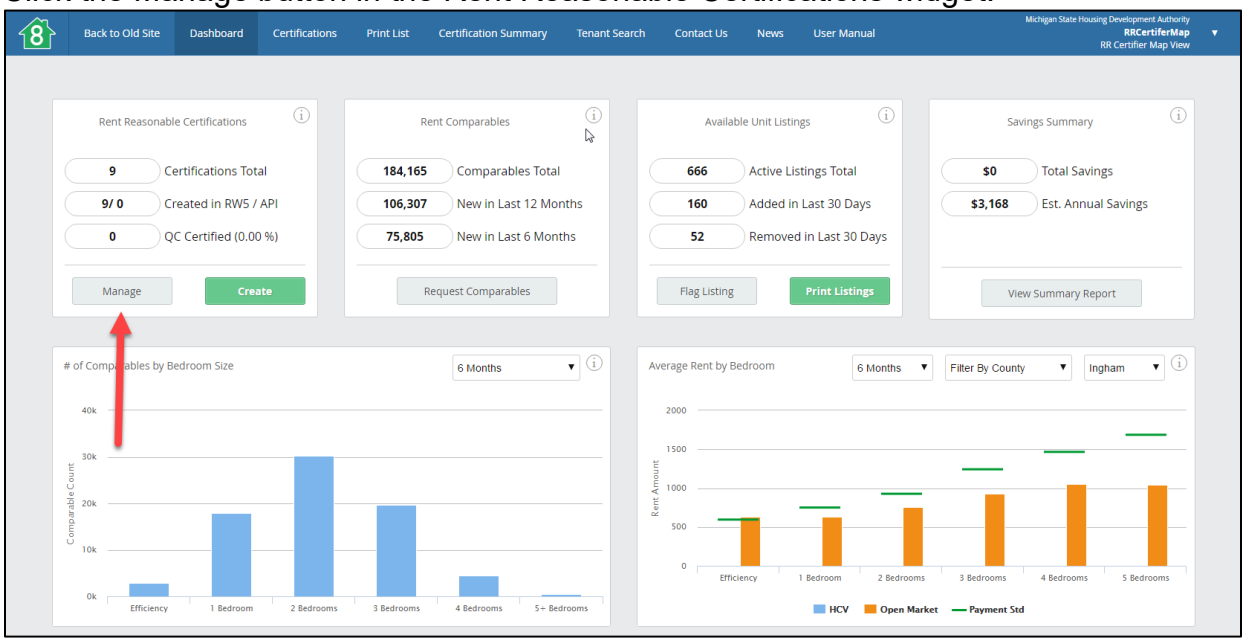
Rental Assistance & Homeless Solutions
AffordableHousing.com Rent Reasonableness System Access
Certify a Similar Subject Unit
Effective Date: October 1, 2021

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.

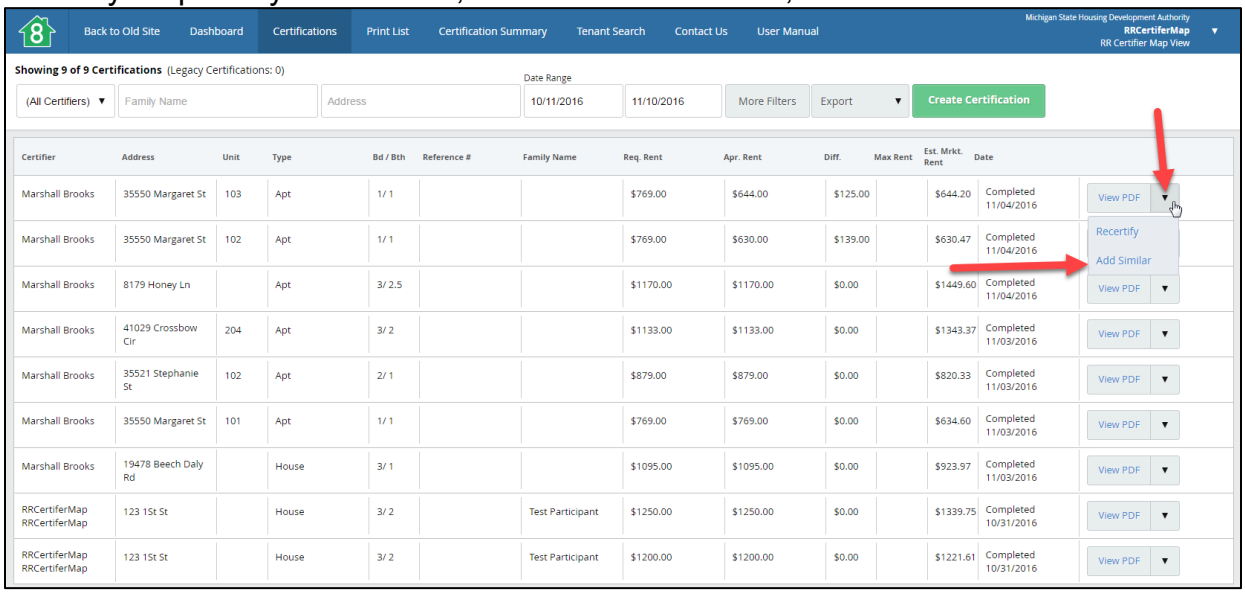
A primary subject unit rent reasonableness certification must be completed before you can use the Add Similar functionality. Use the *ESG AffordableHousing.com - Create a RR Certification* user guide to create the primary subject certification.

Add a Similar RR Certification

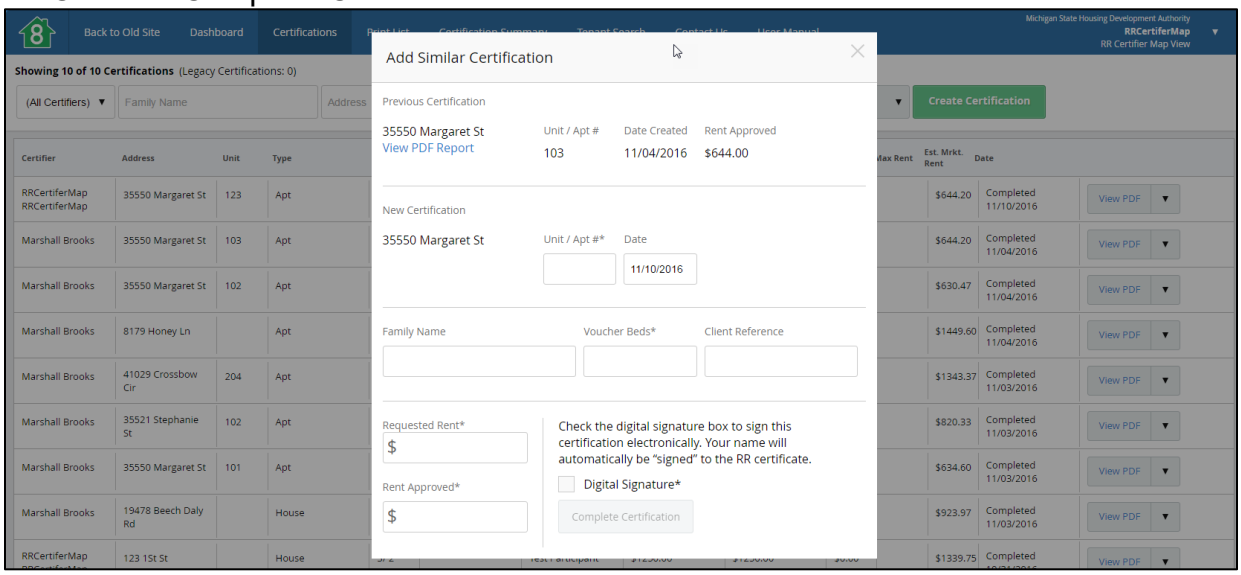
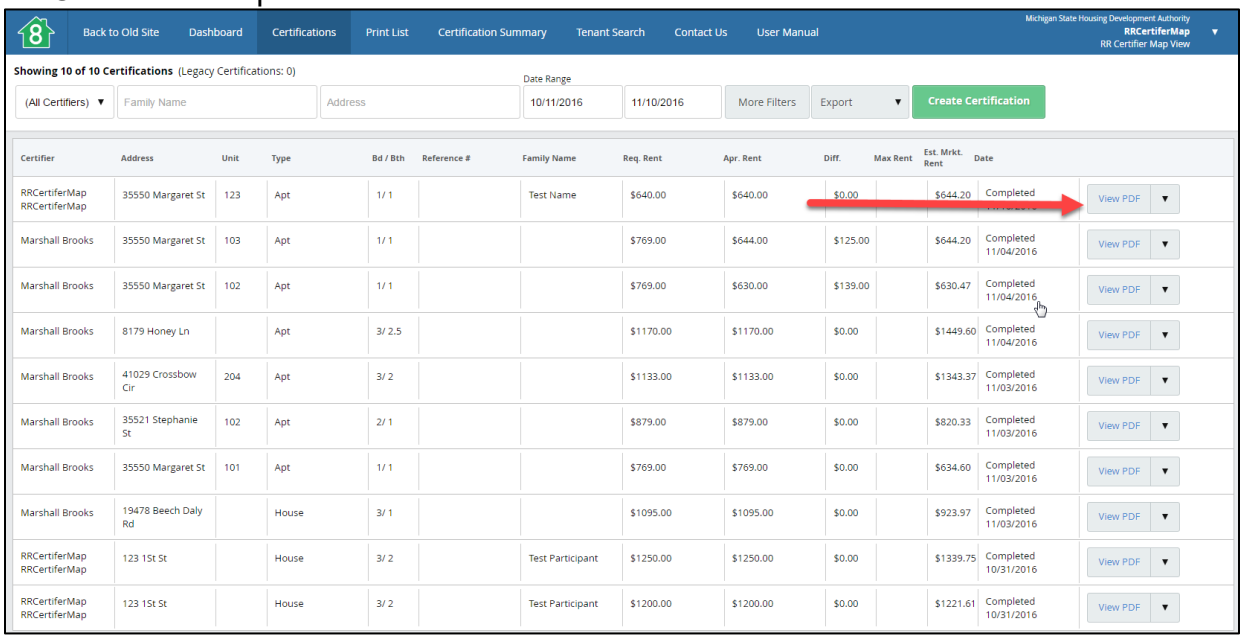
1. Click the Manage button in the Rent Reasonable Certifications widget.



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



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.