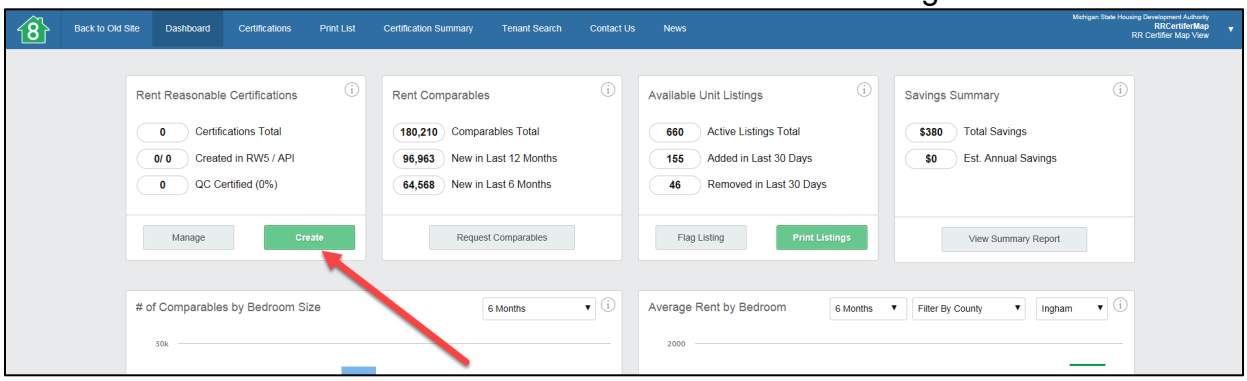
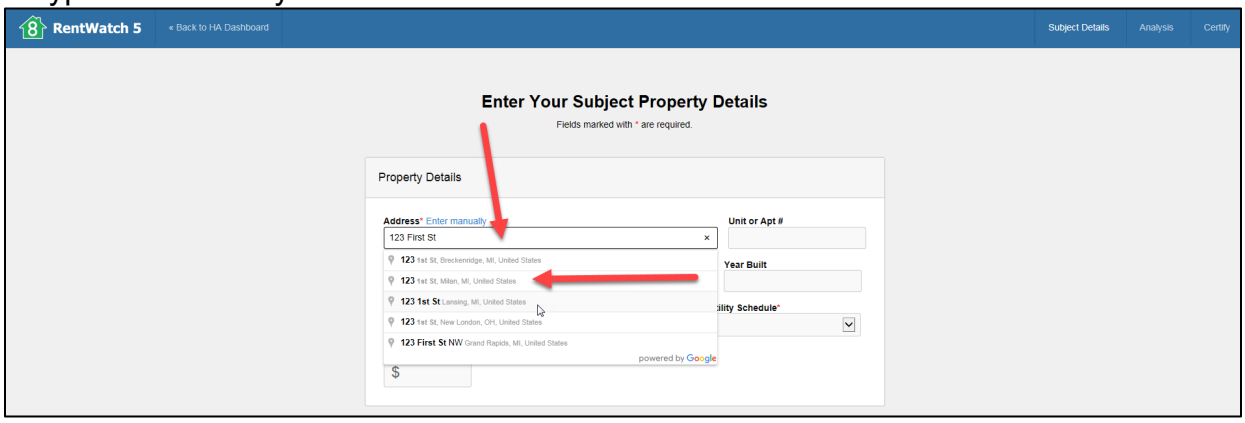
Rental Assistance & Homeless Solutions
AffordableHousing.com Rent Reasonableness System Access
Create a Rent Reasonableness Certification
Effective Date: October 1, 2021

Create a RR Certification

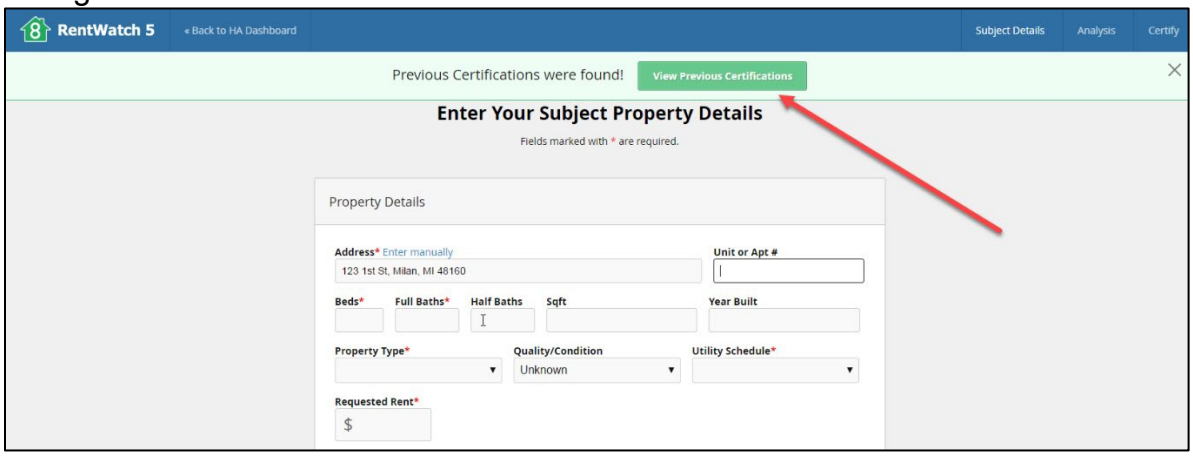
1. Click the Create button in the Rent Reasonable Certifications widget.



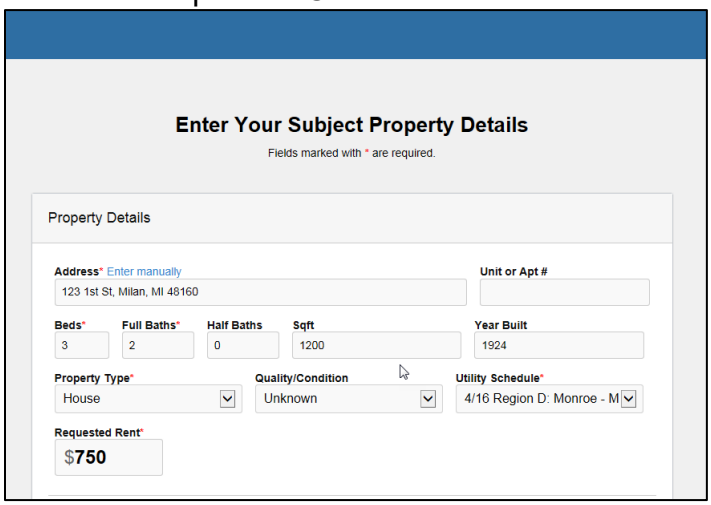
2. Begin typing the subject unit address into the Property Details address field. The system will predict the address you are typing. You can click on the correct address or type it out entirely.



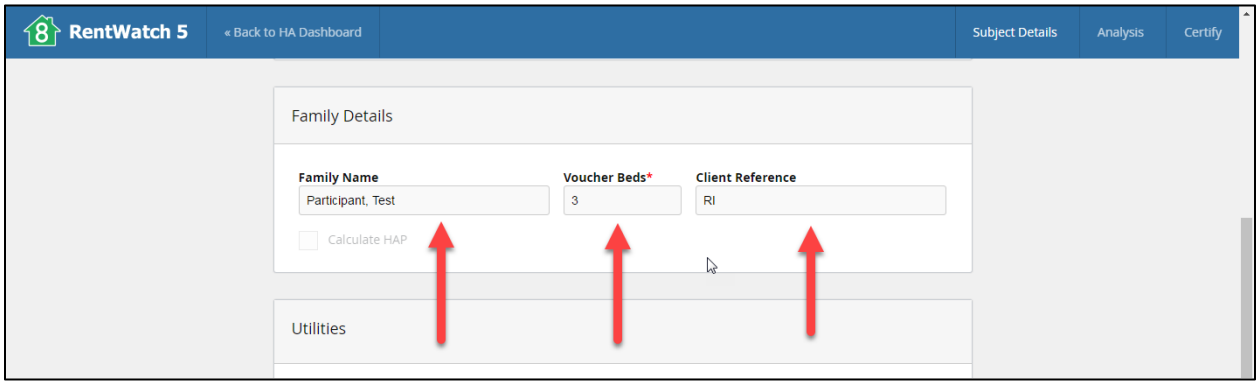
3. If there is a previously completed RR certification for the address, you will receive a message to view the previous certification(s). To use the previously entered subject unit data, refer to the *ESG AffordableHousing.com Recertification of a Subject Unit* user guide.



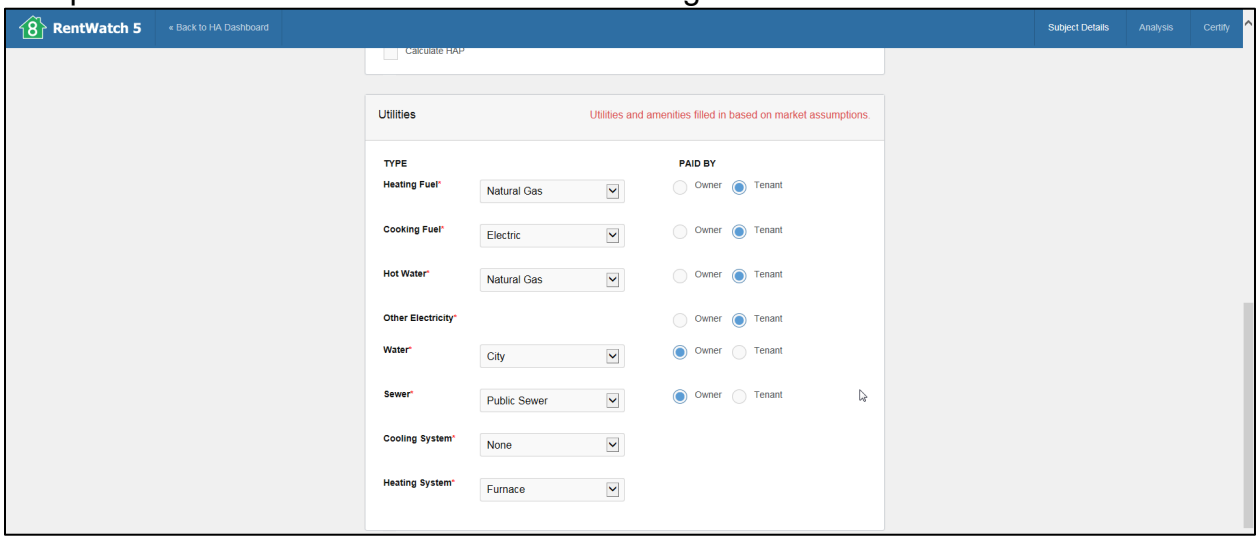
4. Enter the Unit or Apartment number, if applicable.
   NOTE: Do not type additional characters such as “apt, unit, #, etc”.
5. Complete and/or review the remaining Property Details fields with all known information.
6. Property Condition must always be entered as “Unknown”. The system will default to this selection - do not change this field.
7. Verify and/or update the selected utility schedule. The utility schedule selected should be in line with the projected move-in date for the unit.
8. Enter the Requested Contract Rent.



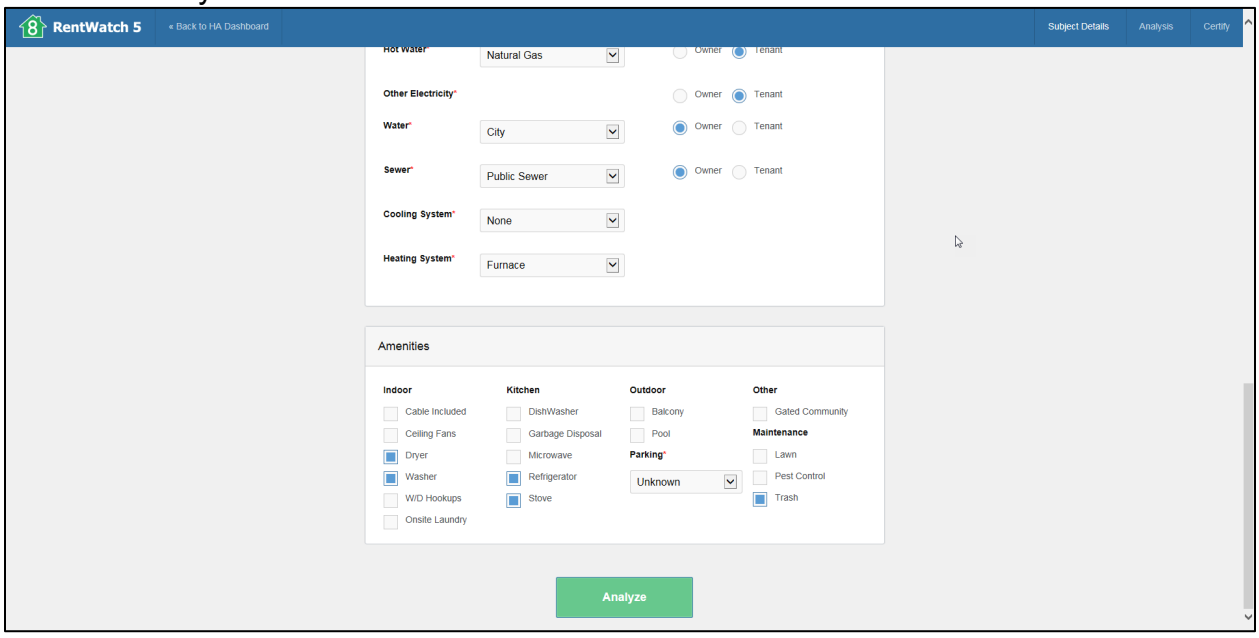
9. **Do not enter a participant’s name in the AffordableHousing.com system (all participant’s including DV)**
10. Enter the bedroom size.
11. Enter the reason for RR into the Client Reference field.
    - “I” for an Initial
    - “R” for Rent Increase
    - “S” for Special
      - New HAP Contract and Lease outside of the Initial
    - “5%” for a HUD 5% decrease in FMR
12. Leave the Calculate HAP box unchecked.



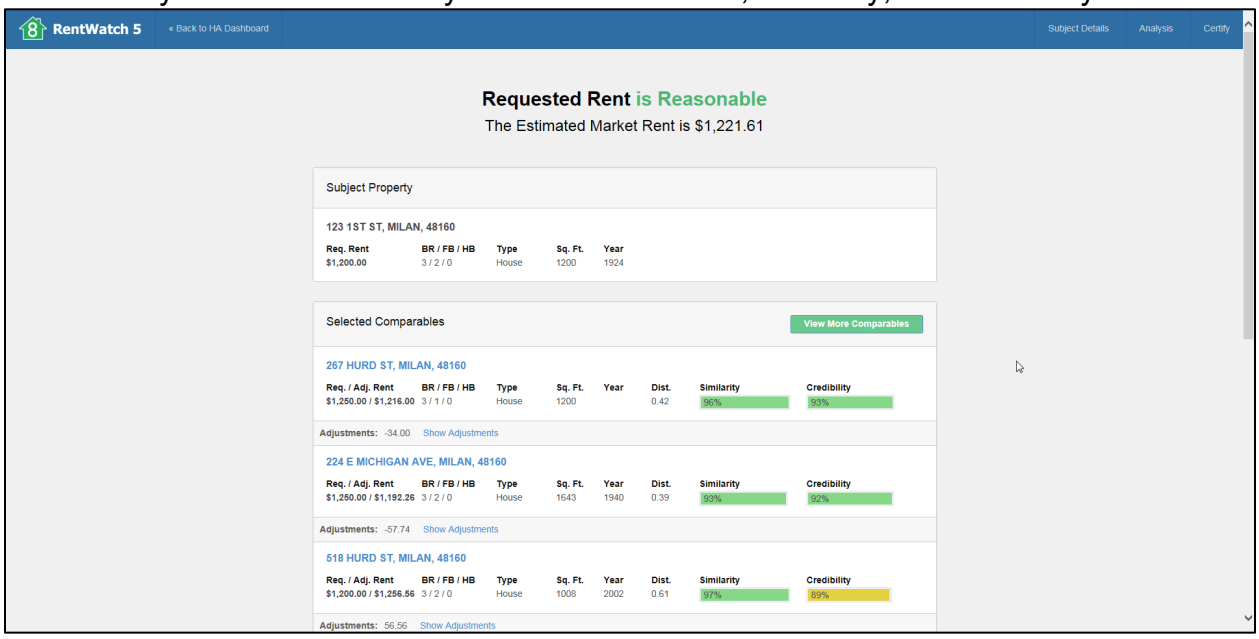
13. Complete and/or review the Utilities section using all known information.



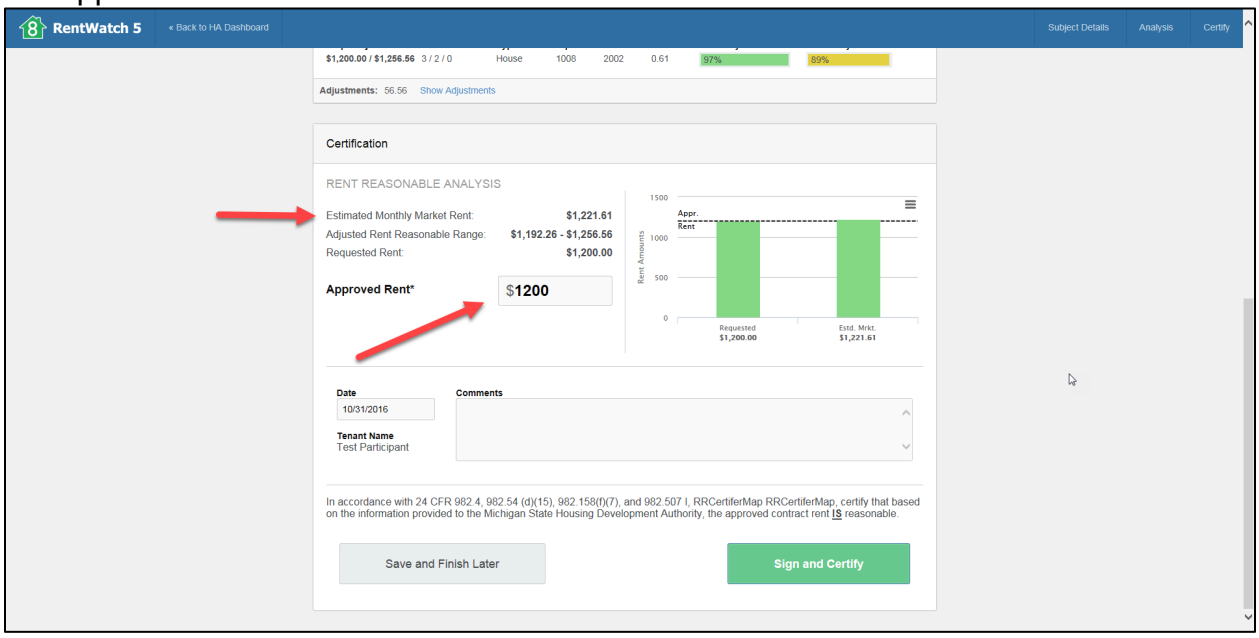
14. Complete and/or review the Amenities section using all known information.
15. Enter Owner Supplied amenities that are included in the contract rent.
16. Click the Analyze button.



17. The certification summary page will display the three most comparable units and basic information on how they compare to the subject unit. Review each comparable unit to verify that it is reasonably selected in location, similarity, and credibility.

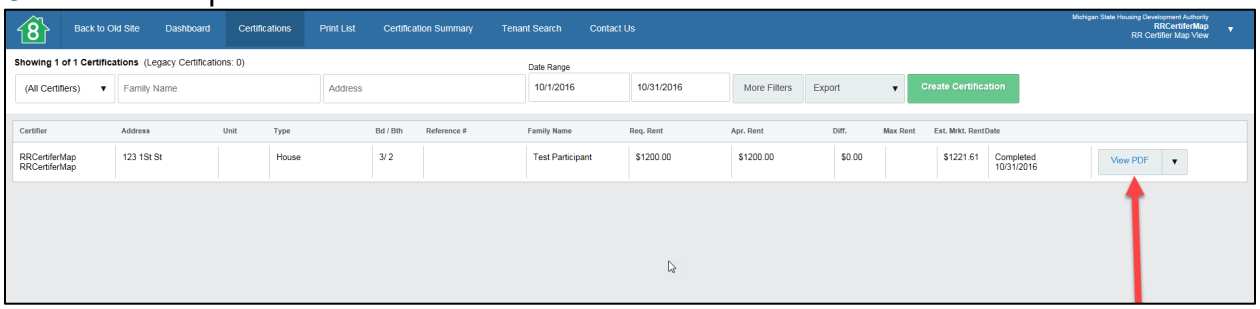


18. AffordableHousing.com will determine if the Requested Contract Rent is reasonable.
19. If the requested rent is reasonable, enter the Requested Contract Rent amount into the Approved Rent field.



20. If the rent requested is not reasonable, enter $0.00 into the Approved Rent field.
21. Follow ESG policyon the rent negotiation process. The negotiated rent must be at or below the Estimated Monthly Market Rent amount provided by AffordableHousing.com.

22. Click the Sign and Certify button to complete the RR certifcation. Completing the RR certification generates the final RR report.
23. Once the RR certification is signed and certified, you will be taken the main Certification page.
24. Select View PDF on your RR certification to review and/or print the final RR Certification report.



25. If you are experiencing any issues with a certification or need assistance with making it reasonable, please reach out to MSHDA ESG Staff at MSHDA-ESGHelp@michigan.gov.

SAMPLE Rent Reasonableness Certification Report

Rent Reasonable Valuation

	Subject	Comparable 1	Comparable 2	Comparable 3
Address	123 1st St	267 Hurd St	224 E Michigan Ave	518 Hurd St
City	Milan 48160	Milan 48160	Milan 48160	Milan 48160
LOCATION				
Subdivision				
Proximity to Subject		0.42	0.39	0.61
Adjustment		Similar / Adj: $0.00	Similar / Adj: $0.00	Similar / Adj: $0.00
Size				
Beds/Baths	3/2	3/1	3/2	3/2
Sq. Ft.	1200	1200	1643	1008
Adjustment		Inferior / Adj: $45.00	Superior / Adj: -$79.74	Inferior / Adj: $34.56
TYPE				
Property Type	house	house	house	house
Adjustment		Similar / Adj: $0.00	Similar / Adj: $0.00	Similar / Adj: $0.00
AGE				
Year Built	1924		1940	2002
Adjustment		Similar / Adj: $0.00	Similar / Adj: $0.00	Similar / Adj: $0.00
CONDITION & QUALITY				
Rating	Unknown	Average	Average	Average
Adjustment		Similar / Adj: $0.00	Similar / Adj: $0.00	Similar / Adj: $0.00
UTILITIES				
Heat	Natural Gas / Tenant	unknown / Owner	unknown / unknown	unknown / unknown
Hot Water / Paid By	Natural Gas / Tenant	unknown / Owner	unknown / unknown	unknown / unknown
Cooking / Paid By	Electric / Tenant	unknown / Owner	unknown / unknown	unknown / unknown
Sewer Type / Paid By	Public Sewer / Owner	unknown / Owner	unknown / unknown	unknown / unknown
Water Type / Paid By	City Water / Owner	unknown / Owner	unknown / unknown	unknown / unknown
Lights / Other Electric	Tenant	Owner	Tenant	Tenant
Adjustment		Superior / Adj: -$79.00	Similar / Adj: $0.00	Similar / Adj: $0.00
MAINTENANCE				
Maintenance	Trash	Trash		
Adjustment		Similar / Adj: $0.00	Inferior / Adj: $22.00	Inferior / Adj: $22.00
AMENITIES				
Amenities	Washer, Dryer, Refrigerator, Stove	Washer, Dryer, Refrigerator, Stove	Washer, Dryer, Refrigerator, Stove, Fenced Yard	Washer, Dryer, Refrigerator, Stove
AC	None	Unknown	Unknown	Unknown
Heat	Furnace	Unknown	Unknown	Unknown
Parking	Unknown	Unknown	1 - Car Garage	Unknown
Exterior Features				
Lot Size				
Adjustment		Similar / Adj: $0.00	Similar / Adj: $0.00	Similar / Adj: $0.00
RENT ADJUSTMENTS				
Data Source		Internet Listing	Internet Listing	Internet Listing
Date Listed		5/27/2016	11/13/2015	7/28/2016
Date Rented				
Listing Status		Rented	Rented	Rented
Asking Rent	$1,200.00	$1,250.00	$1,250.00	$1,200.00
Actual Rent				
Adjustment		($34.00)	($57.74)	$56.56
Adjusted Monthly Rent		$1,216.00	$1,192.26	$1,256.56

COMPARABLE BREAKDOWN

85,228 Recent comparables in jurisdiction
73 Similar 3 bedroom comparables in Monroe
9 Similar 3 bedroom comparables in Milan
3 Within 0.75 miles

CERTIFICATION

I (we) estimate the monthly market rent of the subject as of 10/31/2016 to be $1,221.61.

The adjusted reasonable rent range is $1,192.26 to $1,256.56.

Requested Rent Amount: $1,200.00 Rent Approved: $1,200.00.

Signature: *RRCertifierMap RRCertifierMap (RR Certifier)* Signature: *(QC Certifier)*

In accordance with 24 CFR 982.4, 982.54 (d) (15), 982.158(f)(7) and 982.507, I certify that based on the information provided to the Michigan State Housing Development Authority, the requested rent of $1,200.00 IS reasonable, and the approved rent of $1,200.00 IS reasonable.

Certification ID 9EBC0D81-5A45-47E1-B60A-BA3ED9ED4D8B
Certification Date 2016-10-31
Version AVM 6.1, RRC 7.0, RW5
Client Reference
Voucher Bedroom 3
Family Name Test Participant
Housing Authority Michigan State Housing Development Authority
Certifier RRCertifierMap RRCertifierMap
Page 1 of 1 excluding appendices.