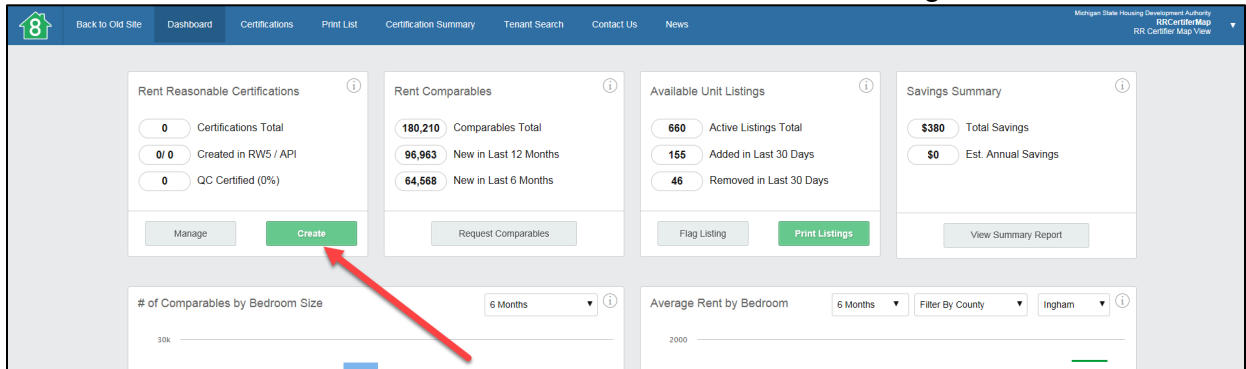


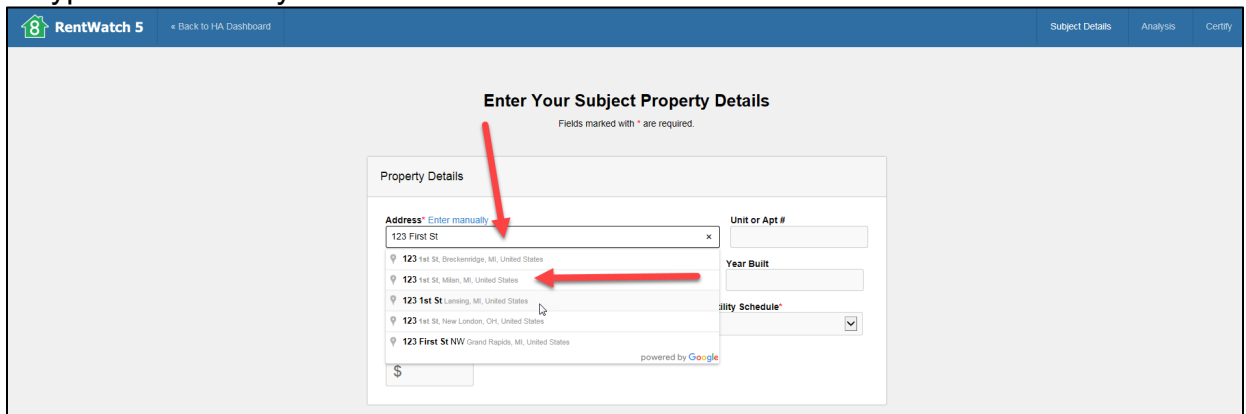
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Effective Date: October 1, 2021

### Create a RR Certification

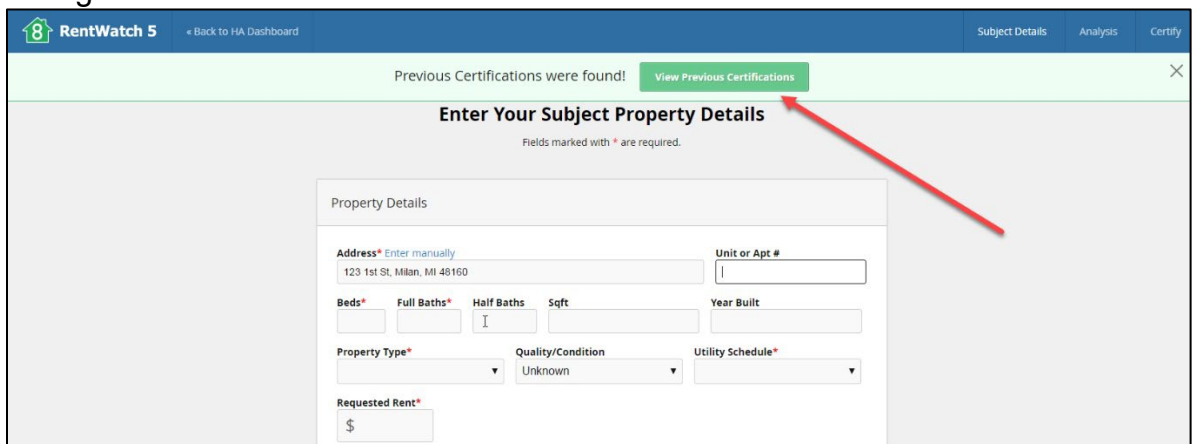
1. Click the Create button in the Rent Reasonable Certifications widget.



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.



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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.

**Enter Your Subject Property Details**  
Fields marked with \* are required.

Property Details

Address\* Enter manually 123 1st St, Milan, MI 48160 Unit or Apt #

Beds\* 3 Full Baths\* 2 Half Baths 0 Sqft 1200 Year Built 1924

Property Type\* House Quality/Condition Unknown Utility Schedule\* 4/16 Region D: Monroe - M

Requested Rent\* \$750

**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.

RentWatch 5 [Back to HA Dashboard](#) Subject Details Analysis Certify

Family Details

Family Name Participant, Test Voucher Beds\* 3 Client Reference RI

Calculate HAP

Utilities

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

Calculate RRP

Utilities Utilities and amenities filled in based on market assumptions.

**TYPE**

Heating Fuel\* Natural Gas

Cooking Fuel\* Electric

Hot Water\* Natural Gas

Other Electricity\*

Water\* City

Sewer\* Public Sewer

Cooling System\* None

Heating System\* Furnace

**PAID BY**

Owner Tenant

Owner Tenant

Owner Tenant

Owner Tenant

Owner Tenant

Owner Tenant

Owner Tenant

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.

Hot Water Natural Gas

Other Electricity\*

Water\* City

Sewer\* Public Sewer

Cooling System\* None

Heating System\* Furnace

**Amenities**

<b>Indoor</b>	<b>Kitchen</b>	<b>Outdoor</b>	<b>Other</b>
<input type="checkbox"/> Cable Included	<input type="checkbox"/> DishWasher	<input type="checkbox"/> Balcony	<input type="checkbox"/> Gated Community
<input type="checkbox"/> Ceiling Fans	<input type="checkbox"/> Garbage Disposal	<input type="checkbox"/> Pool	<b>Maintenance</b>
<input checked="" type="checkbox"/> Dryer	<input type="checkbox"/> Microwave	<b>Parking*</b>	<input type="checkbox"/> Lawn
<input checked="" type="checkbox"/> Washer	<input checked="" type="checkbox"/> Refrigerator	Unknown	<input type="checkbox"/> Pest Control
<input type="checkbox"/> W/D Hookups	<input checked="" type="checkbox"/> Stove		<input checked="" type="checkbox"/> Trash
<input type="checkbox"/> Onsite Laundry			

Analyze

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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.

**Requested Rent is Reasonable**  
 The Estimated Market Rent is \$1,221.61

**Subject Property**  
 123 1ST ST, MILAN, 48160

Req. Rent	BR / FB / HB	Type	Sq. Ft.	Year
\$1,200.00	3 / 2 / 0	House	1200	1924

**Selected Comparables**

**267 HURD ST, MILAN, 48160**

Req. / Adj. Rent	BR / FB / HB	Type	Sq. Ft.	Year	Dist.	Similarity	Credibility
\$1,250.00 / \$1,216.00	3 / 1 / 0	House	1200		0.42	95%	95%

Adjustments: -34.00 [Show Adjustments](#)

**224 E MICHIGAN AVE, MILAN, 48160**

Req. / Adj. Rent	BR / FB / HB	Type	Sq. Ft.	Year	Dist.	Similarity	Credibility
\$1,250.00 / \$1,192.26	3 / 2 / 0	House	1643	1940	0.39	95%	95%

Adjustments: -57.74 [Show Adjustments](#)

**518 HURD ST, MILAN, 48160**

Req. / Adj. Rent	BR / FB / HB	Type	Sq. Ft.	Year	Dist.	Similarity	Credibility
\$1,200.00 / \$1,256.56	3 / 2 / 0	House	1008	2002	0.61	97%	99%

Adjustments: 56.56 [Show Adjustments](#)

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.

**Certification**

**RENT REASONABLE ANALYSIS**

Estimated Monthly Market Rent: \$1,221.61  
 Adjusted Rent Reasonable Range: \$1,192.26 - \$1,256.56  
 Requested Rent: \$1,200.00

**Approved Rent\***

**Date**

**Tenant Name**

**Comments**

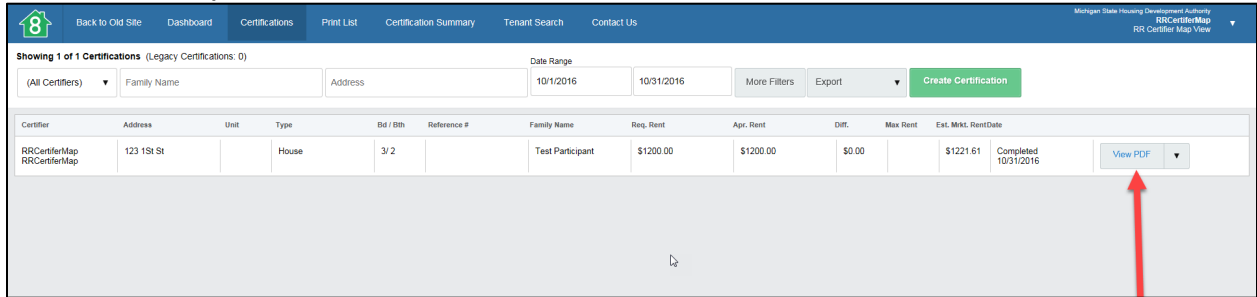
In accordance with 24 CFR 982.4, 982.54 (d)(15), 982.158(f)(7), and 982.507 I, RRCertifierMap RRCertifierMap, certify that based on the information provided to the Michigan State Housing Development Authority, the approved contract rent is reasonable.

[Save and Finish Later](#) [Sign and Certify](#)

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


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22. Click the Sign and Certify button to complete the RR certification. 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](mailto:MSHDA-ESGHelp@michigan.gov).

**SAMPLE Rent Reasonableness Certification Report**

<b>Rent Reasonable Valuation</b>				
	<b>Subject</b>	<b>Comparable 1</b>	<b>Comparable 2</b>	<b>Comparable 3</b>
Address	123 1st St	267 Hurd St	224 E Michigan Ave	518 Hurd St
City	Milan 48160	Milan 48160	Milan 48160	Milan 48160
<b>LOCATION</b>				
Subdivision				
Proximity to Subject		0.42	0.39	0.61
Adjustment		Similar / Adj: \$0.00	Similar / Adj: \$0.00	Similar / Adj: \$0.00
<b>Size</b>				
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
<b>TYPE</b>				
Property Type	house	house	house	house
Adjustment		Similar / Adj: \$0.00	Similar / Adj: \$0.00	Similar / Adj: \$0.00
<b>AGE</b>				
Year Built	1924		1940	2002
Adjustment		Similar / Adj: \$0.00	Similar / Adj: \$0.00	Similar / Adj: \$0.00
<b>CONDITION &amp; QUALITY</b>				
Rating	Unknown	Average	Average	Average
Adjustment		Similar / Adj: \$0.00	Similar / Adj: \$0.00	Similar / Adj: \$0.00
<b>UTILITIES</b>				
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
<b>MAINTENANCE</b>				
Maintenance	Trash	Trash		
Adjustment		Similar / Adj: \$0.00	Inferior / Adj: \$22.00	Inferior / Adj: \$22.00
<b>AMENITIES</b>				
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
<b>RENT ADJUSTMENTS</b>				
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
<b>COMPARABLE BREAKDOWN</b>				
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				
<b>CERTIFICATION</b>				
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: <u>RRCertifierMap</u> <u>RRCertifierMap</u> (RR Certifier)      Signature: <u>(QC Certifier)</u>				
In accordance with 24 CFR 902.4, 902.54 (d) (15), 902.150(f)(7) and 902.507, 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 <a href="#">9BFC0D81-5A45-47F1-B60A-BA3FD9FD4D88</a> 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.	