## **Create a RR Certification**

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

<b>8</b>	Back to Old Si	e Dashboard	Certifications	Print List	Certification Summa	ry Tenant Search	Contact Us	News			Michigan State Housin	RCertiferMap RC CertifierMap	•
		Rent Reasonabl O Certif O/ O Creat O Creat O Q C C	e Certifications ications Total ed in RW5 / API ertified (0%)	() eate	Rent Compare 180,210 Cc 96,963 Ne 64,568 Ne	ables mparables Total w in Last 12 Months w in Last 6 Months equest Comparables	()	Available Unit Listings 660 Active Listings 155 Added in Last 3 46 Removed in Last Flag Listing	i Total 30 Days ast 30 Days Print Listings	Savings Summary 5380 Total Savings 50 Est. Annual Savings View Summary Report	0		
		# of Comparable	s by Bedroom S	iize		6 Months	• i	Average Rent by Bedroo	6 Months	▼ Filter By County ▼ Inghar	m • (i)		

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.

8 RentWatch 5	« Back to HA Dashboard			Subject Details	Analysis	Certify
		Enter Your Subject Prop Fields marked with * are requ Property Details Address* Enter manually 123 First ST 9 123 Hills Chronomyge, Mil, Unled States 9 123 Hills Chronomyge, Mill Chromyge, Mill Chronomyge,	Unit or Apt # Ver Built Year Built			

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.

RentWatch 5 « Back to HA Dashboard					Subject Details	
	Pre	vious Certifica	tions were found! view	Previous Certifications		×
		Enter Yo	our Subject Proper	ty Details		
			Fields marked with * are required			
	Property Detai	ils				
	Address* Enter n	nanually		Unit or Ant #		
	123 1st St, Milar	n, MI 48160				
	Beds* Full	Baths* Half Ba	ths Sqft	Year Built		
		I				
	Property Type*	•	Quality/Condition Unknown	Utility Schedule*		
	Requested Rent					
	\$					
	0					

- 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 Pr	operty Details
	Fields marked with * are	equired.
Property Details		
Address* Enter manua	ally	Unit or Apt #
123 1st St, Milan, MI	48160	
Beds* Full Bath	ns* Half Baths Sqft	Year Built
	0 1200	1924
3 2		
Property Type*	Quality/Condition	Utility Schedule*

- 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.

<b>8</b> RentWatch 5	« Back to HA Dashboard				Subject Details	Analysis	ſ
	Family Details						
	Family Name Participant, Test	Voucher Be	client Reference				
	Calculate HAP	t t	6	<b>†</b>			
	Utilities						

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

8 RentWatch 5									Subject Details	Certify
		Calculate HAP								
		Utilities	Utilities	and amenitie	s filled in bas	sed on market ass	sumptions.			
		TYPE Heating Fuel*	Natural Gas	P/	AID BY Owner	Tenant				
		Cooking Fuel*	Electric 💌		Owner 🦲	Tenant				
		Hot Water*	Natural Gas		Owner 🦲	Tenant				
		Other Electricity*			Owner 🦲	) Tenant				
		Water	City		Owner	Tenant				
		Sewer*	Public Sewer		Owner	Tenant	2			
		Cooling System*	None							
		Heating System*	Furnace 💌							

- 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.

8 RentWatch 5 « Back to HA Dashboard						Subject Details	Analysis	Certify
	Hot water Other Electricity* Water* Sewer* Cooling System*	Natural Gas	Come Come Come Come	r i Tenant r Tenant r Tenant r Tenant				
	Heating System*	Furnace S			ß			
	Indoor Cable Included Celling Fans Dryer Washer W/D Hookups Onsite Laundry	Kitchen DishWasher Garbage Disposal Microwave Refrigerator Stove	Outdoor Balcony Pool Parking* Unknown	Other Gated Community Maintenance Lawn Pest Control Trash				
		Ar	nalyze					

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.

	-	-						-			
8 RentWatch 5											Certify
			Reque The Es	ested   timated	<b>Rent</b> Market	<b>is Re</b> t Rent i	<b>asonable</b> s \$1,221.61				
		Subject Property									
		123 1ST ST, MILAN, 48160									
		Req. Rent         BR / FB / HB           \$1,200.00         3 / 2 / 0	Type House	<b>Sq. Ft.</b> 1200	<b>Year</b> 1924						
		Selected Comparables						View More Comparables			
		267 HURD ST, MILAN, 48160							L2		
		Req. / Adj. Rent         BR / FB / HB           \$1,250.00 / \$1,216.00         3 / 1 / 0	Type House	<b>Sq. Ft.</b> 1200	Year	Dist. 0.42	Similarity 96%	Credibility 93%			
		Adjustments: -34.00 Show Adjustm	nents								
		224 E MICHIGAN AVE, MILAN,	48160								
		Req. / Adj. Rent BR / FB / HB \$1,250.00 / \$1,192.26 3/2/0	Type House	<b>Sq. Ft.</b> 1643	<b>Year</b> 1940	Dist. 0.39	Similarity 93%	Credibility 92%			
		Adjustments: -57.74 Show Adjustn	nents								
		518 HURD ST, MILAN, 48160									
		Req. / Adj. Rent BR / FB / HB \$1,200.00 / \$1,256.56 3/2/0	Type House	Sq. Ft. 1008	<b>Year</b> 2002	Dist. 0.61	Similarity 97%	Credibility 89%			
		Adjustments: 56.56 Show Adjustm	ents								~

- 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.

8	RentWatch 5			Certify
		\$1,200.00/\$1,256.56 3/2/0 House 1008 2002 0.61 97% 85%		
		Adjustments: 56.56 Show Adjustments		
		Certification		
		RENT REASONABLE ANALYSIS		
		Estimated Monthly Market Rent:         \$1,221.61         Appr.           Adjusted Rent Reasonable Range:         \$1,192.26 - \$1,256.56         g         1000		
		Requested Rent: \$1,200.00 gr gr 500		
		Approved Rent* \$1200		
		Requested E.t.s. Moix. \$1,200.00 \$1,221.61		
		Date Comments	Ş	
		10/31/2016		
		In accordance with 24 CFR 982.4, 982.54 (d)(15), 982.158(f)(7), and 982.507 I, RRCertiferMap RRCertiferMap, certify that based on the information provided to the Michigan State Housing Development Authority, the approved contract rent [§ 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 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 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.

Back to	Old Site Dashboard	I Certifi	ications	Print List	Certifica	tion Summary	Tena	nt Search Con	itact Us						Michigan State Housing Development Authority RRCertitferMap RR Certifier Map View
Showing 1 of 1 Certi (All Certifiers)	Family Name	ations: 0)		Address				Date Range 10/1/2016	10/31/2016	More Filters	Export	•	Create Certifica	ation	
Certifier	Address	Unit	Туре		Bd / Bth	Reference #		Family Name	Req. Rent	Apr. Rent	Diff.	Max Rent	Est. Mrkt. Renti	Date	
RRCertiferMap RRCertiferMap	123 1St St		House		3/ 2			Test Participant	\$1200.00	\$1200.00	\$0.00		\$1221.61	Completed 10/31/2016	View PDF
									Ç.						1

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 <u>MSHDA-ESGHelp@michigan.gov</u>.

		it itedecellable val	addon	
	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
	1	TYPE	1-	
Property Type	house	house	house	house
Adjustment		Similar / Adj: \$0.00	Similar / Adj: \$0.00	Similar / Adj: \$0.00
		AGE		
Vear 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
	h	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	1		
85,228 Recent comparables 73 Similar 3 bedroom co 9 Similar 3 bedroom co	in jurisdiction omparables in Monroe omparables in Milan			×
3 Within 0.75 miles			Certification ID 9EBC0D81-5	A45-47E1-B60A-BA3ED9ED4D8B
	CERTIFICATION		Certification Date 2016-10-31	
I (we) estimate the monthly	market rent of the subject as of 10/3	1/2016 to be \$1,221.61.	Version AVM 6.1, RF	RC 7.0, RW5
The adjusted reasonable rent Requested Rent Amount: \$1,	range is \$1,192.26 to \$1,256.56. 200.00 Rent Approved: \$1,200.00.		Client Reference Voucher Bedroom 3	
Signature: RRCertiferMan P	RCertiferMan (RR Certifier)	Signature: (OC Certifier)	Family Name Test Particip	ant
In accordance with 24 CFR 98 on the information provided	32.4, 982.54 (d) (15), 982.158(f)(7) to the Michigan State Housing Develo	and 982.507, I certify that based opment Authority, the requested	Housing Authority Michigan Sta Certifier RRCertiferM Page 1 of 1 evolution	ate Housing Development Authority ap RRCertiferMap ling appendices

## SAMPLE Rent Reasonableness Certification Report