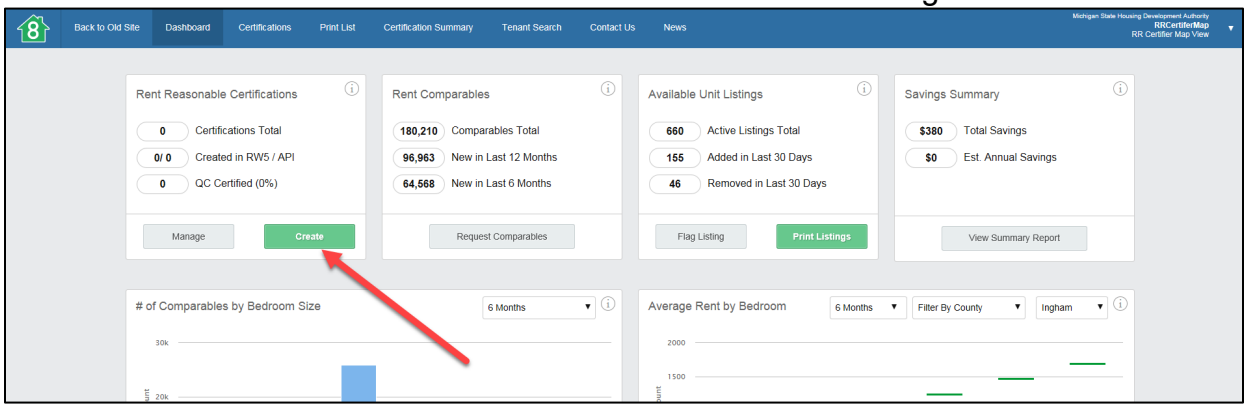
Rental Assistance & Homeless Solutions
AffordableHousing.com Rent Reasonableness System Access
Creating a Rent Reasonableness Recertification of a Subject Unit
Effective Date: October 1, 2021

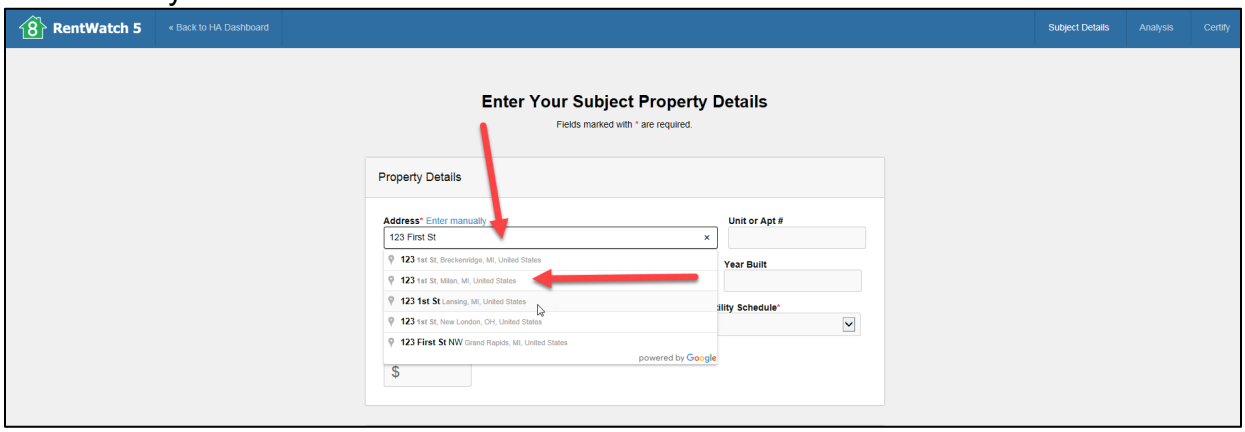
There will be situations where a rent reasonableness certification has already been completed for a subject unit. In those cases, you can use the previously entered subject unit data to create a new rent reasonableness certification.

Create a RR Recertification

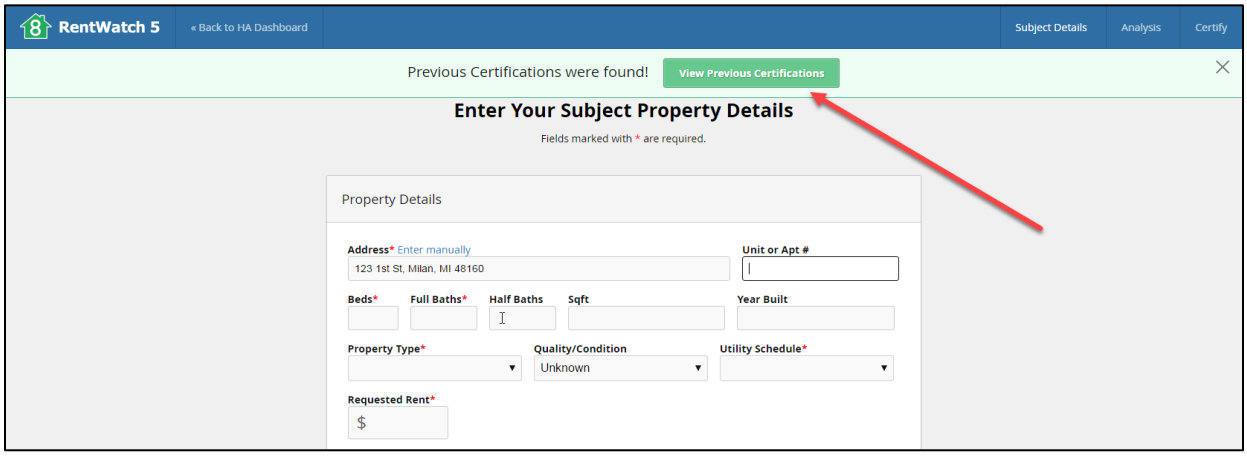
1. Click the Create button in the Rent Reasonable Certifications widget.



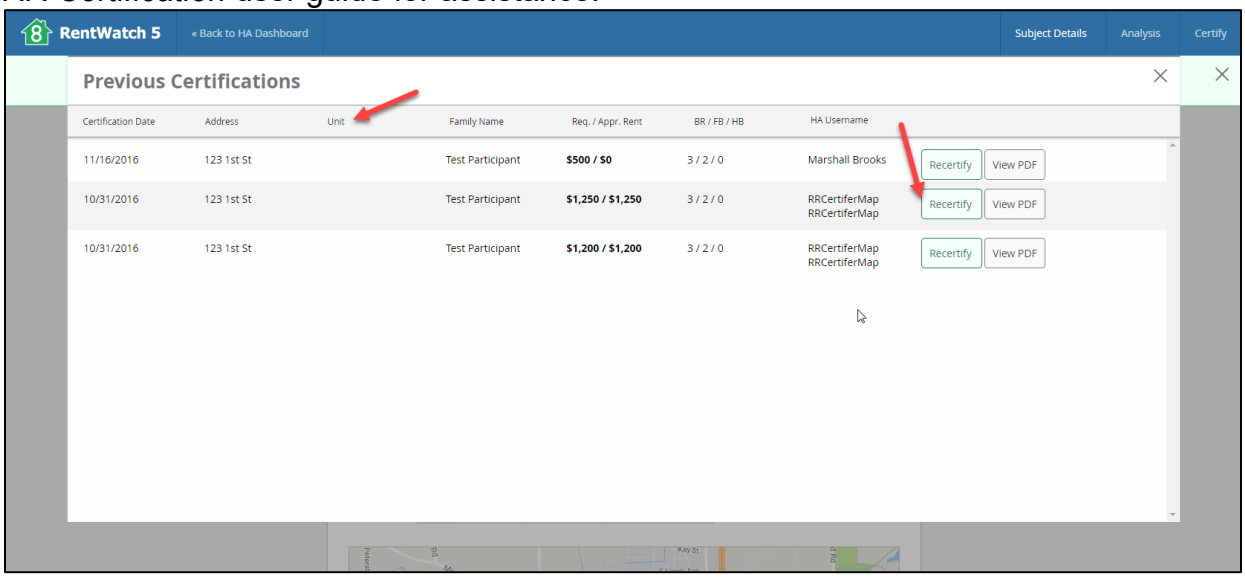
2. Begin typing the subject unit address into the address field. AffordableHousing.com will predict the address you are typing. You can click on the correct address or type it out entirely.



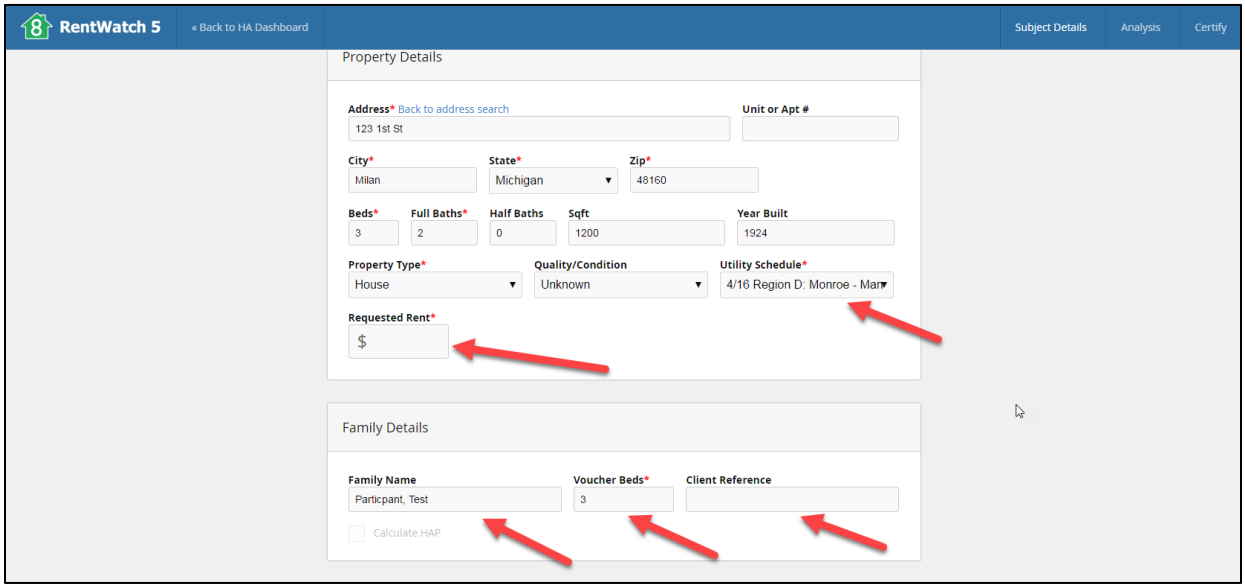
3. Click the View Previous Certifications button.



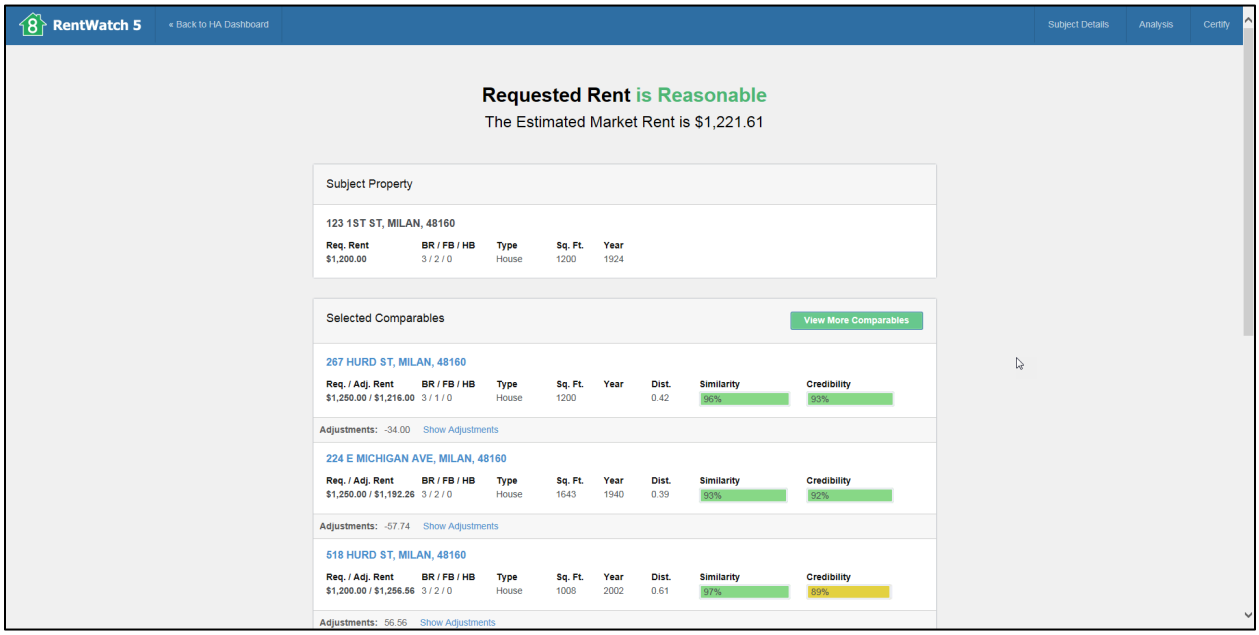
4. Locate the certification you would like to recertify.
   NOTE: Pay special attention to the unit number that you select. AffordableHousing.com will display all units within the same address and you must select the proper unit to recertify.
5. Click the Recertify button next to the proper unit.
   NOTE: If your subject unit does not match any listed in the Previous Certifications page, click on the "X" in the upper right-hand corner of the page to return to the original Property Detail screen. Refer to the *ESG AffordableHousing.com Create a RR Certification* user guide for assistance.



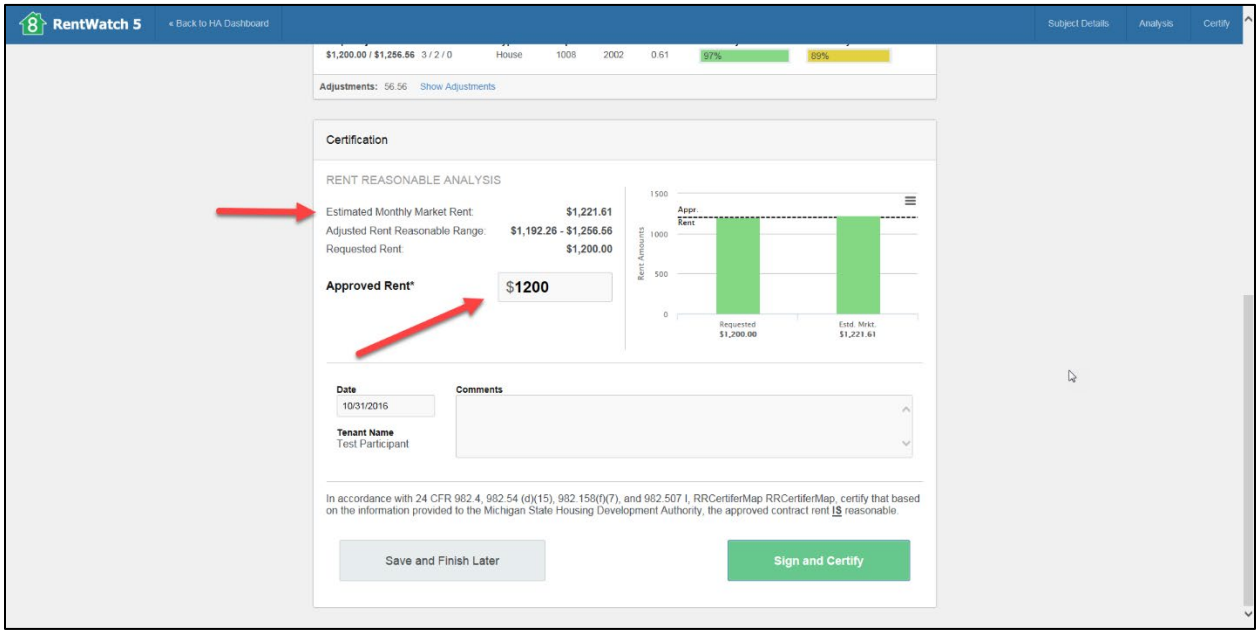
6. Go AffordableHousing.com will populate the subject property details with those used in the previous RR certification.
7. Review and/or update the entire form.
   Required Fields for Updates: Requested Rent, Utility Schedule, Family Name, Bedroom Size, and Client Reference.



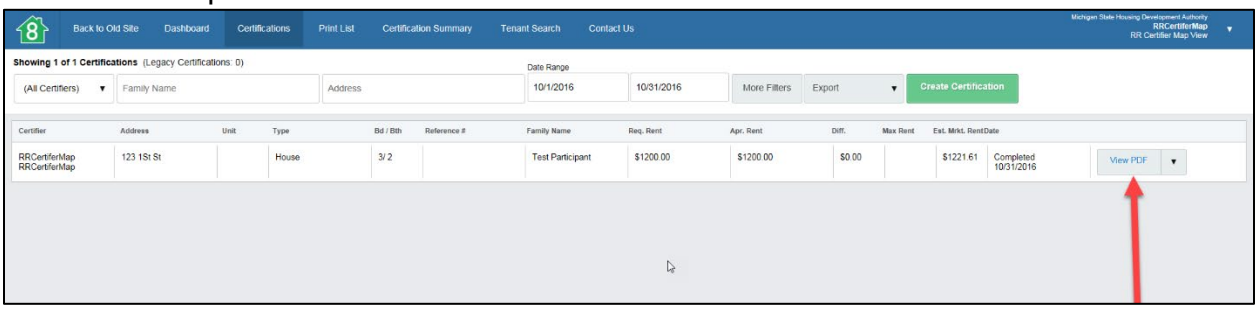
8. Click the Analyze button.
9. The certification summary page will display the three most comparable units and basic information on how they compare to the subject unit. Review each comparable unit to verify that it is reasonably selected in location, similarity, and credibility.



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



12. If the rent requested is not reasonable, enter $0.00 into the Approved Rent field.
    - 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.
13. Click the Sign and Certify button to complete the RR certifcation. Completing the RR certification generates the final RR report.
14. Once the RR certification is signed and certified, you will be taken the main Certification page.
    - Select View PDF on your RR certification to review and/or print the final RR Certification report.



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.