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.

Back to Ok	Site Dashboard Certifications Print List	Certification Summary Tenant Search Contact	Us News	Michigan State Housing Development Authority RRCertifierMap RR Certifier Map View
	Rent Reasonable Certifications () O Certifications Total O O Created in RW5 / API O QC Certified (0%) Manage Create	Rent Comparables (1 180,210) Comparables Total 96,963) New in Last 12 Months 64,568) New in Last 6 Months Request Comparables	Available Unit Listings Available Unit Listings Total Active Listings Total Savings Summary Savings Sum	() 4
	# of Comparables by Bedroom Size	6 Months	Average Rent by Bedroom 6 Months Filter By County Ing Too	ham • ①

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.

8 RentWatch 5	« Back to HA Dashboard			Subject Details	Analysis	Certify
		Enter Your Subject	t Property Details			
		Fields marked wi	ith * are required.			
		Property Details				
		Address* Enter manually	Unit or Apt #			
		123 First St	×			
		123 1st St, Breckenndge, MI, United States 123 1st St, Milan, MI, United States	Year Built			
		9 123 1st St Lansing, MI, United States	ility Schedule*			
		123 1st St, New London, OH, United States 123 First St NW Grand Rapids. ML United States				
		\$	powered by Google			
		¥				

3. Click the View Previous Certifications button.

8 RentWatch 5 « Back to HA Dashboard								Subject Details	
	Pi	revious Certif	icatio	ns were found!	View Pr	evious Certifications			\times
		Enter	You ⊧	r Subject Prop	perty quired.	Details			
	Property Det	tails							
	Address* Ente 123 1st St, Mi	r manually llan, MI 48160				Unit or Apt #			
	Beds* Fu	ull Baths* Hall	Baths	Sqft		Year Built			
	Property Type	*	Qu ▼ U	uality/Condition Jnknown	¥	Utility Schedule*	•		
	Requested Re \$	nt*							

- 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.
- 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.

<u>{8</u> } R	entWatch 5	« Back to HA Dashboard							Subject Details	Analysis	Certify
	Previous (Certifications								×	×
	Certification Date	Address	Unit	Family Name	Req. / Appr. Rent	BR / FB / HB	HA Username				
	11/16/2016	123 1st St		Test Participant	\$500 / \$0	3/2/0	Marshall Brooks	Recertify	/iew PDF	*	
	10/31/2016	123 1st St		Test Participant	\$1,250 / \$1,250	3/2/0	RRCertiferMap RRCertiferMap	Recertify	/iew PDF		
	10/31/2016	123 1st St		Test Participant	\$1,200 / \$1,200	3/2/0	RRCertiferMap RRCertiferMap	Recertify	/iew PDF		
							l≱				
			Peters	28		Kay St	dra				

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

8 RentWatch 5 « Back to HA I	Dashboard					Subject Details	Analysis	C
	Property Details							
	Address* Back to ad	ress search			Unit or Apt #			
	123 1st St							
	City*	State*		Zip*				
	Milan	Michig	jan •	48160				
	Beds* Full Bat	ns* Half Ba	ths Sqft		Year Built			
	Dispersity Direct	, i i i i i i i i i i i i i i i i i i i	Quality/Canditia		ilitu Sebadulat			
	House	•	Unknown	ا ب	1/16 Region D: Monroe - Mar			
	\$ Family Details	-				ß		
	Family Name		Voucher	eds* Client Re	ference			
	Particpant, Test		3					
	Calculate HAP							

- 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.

8 RentWatch 5	« Back to HA Dashboard								Subject Details	Analysis	Certify	Â
			Request The Estima	ed R ated N	lent i 1arket	i s Rea Rent is	sonable \$1,221.61					
		Subject Property										
		123 1ST ST, MILAN, 48160 Req. Rent BR / FB / HB \$1,200.00 3 / 2 / 0	Type s House 1	Sq. Ft. 1200	Year 1924							
		Selected Comparables						View More Comparables				
		267 HURD ST, MILAN, 48160							R			
		Req. / Adj. Rent BR / FB / HB \$1,250.00 / \$1,216.00 3 / 1 / 0	Type s House 1	Sq. Ft. 1200	Year	Dist. 0.42	Similarity 96%	Credibility 93%				
		Adjustments: -34.00 Show Adjustm	ents									
		224 E MICHIGAN AVE, MILAN, 4	8160									
		Req. / Adj. Rent BR / FB / HB \$1,250.00 / \$1,192.26 3/2/0	Type S House 1	Sq. Ft. 1643	Year 1940	Dist. 0.39	Similarity 93%	Credibility 92%				
		Adjustments: -57.74 Show Adjustm	ents									
		518 HURD ST, MILAN, 48160										
		Req. / Adj. Rent BR / FB / HB \$1,200.00 / \$1,256.56 3 / 2 / 0	Type 5 House 1	Sq. Ft. 1008	Year 2002	Dist. 0.61	Similarity 97%	Credibility 89%				
		Adjustments: 56.56 Show Adjustme	ents									~

- 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.

8 RentWatch 5 « Back to HA Dashboard		
	\$1,200.0/\$1,256.56 3/2/0 House 1008 2002 0.51 97% 99% Adjustments: 56.56 Show Adjustments 56.56	
	Certification	
	RENT REASONABLE ANALYSIS Estimated Monthly Market Rent. Adjusted Ront: S1,220.00 Approved Rent* S1,200.00	
	Date Comments 10312016 Tenant Name Test Participant	Li Li
	In accordance with 24 CFR 982.4, 992.54 (d)(15), 982.158(f)(7), and 992.507 I, RRCertiferMap RRCertiferMap, certify that base on the information provided to the Michigan State Housing Development Authority, the approved contract rent [<u>8</u> reasonable. Save and Finish Later	d

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 certification. 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.

Back to C	id Site Dashboar	d Certi	fications		Certifica	tion Summary	Tenant Search Cont	act Us					Michigan State Housing Development Authority RRCertiflerMap RR Certifler Map View
Showing 1 of 1 Certific	ations (Legacy Certific	ations: 0)					Date Range						
(All Certifiers)	Family Name			Address			10/1/2016	10/31/2016	More Filters	Export	•	Create Certification	
Certifier	Address	Unit	Туре		Bd / Bth	Reference #	Family Name	Req. Rent	Apr. Rent	Diff.	Max Rent	Est. Mrkt. RentDate	
RRCertiferMap RRCertiferMap	123 1St St		House		3/2		Test Participant	\$1200.00	\$1200.00	\$0.00		\$1221.61 Completed 10/31/2016	View PDF
													+
								N					
								6					

SAMPLE Rent Reasonableness Certification Repor
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	Kei	it iteasonable valu		
	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	1	1
Subdivision				
Proximity to Subject		0.42	0.39	0.61
Adjustment		Similar / Adj: \$0.00	Similar / Adj: \$0.00	Similar / Adj: \$0.00
		Size	- In to	
Beds/Baths	3/2	3/1	3/2	3/2
Sq. Ft.	1200	1200	1643	1008
Adjustment		Interior / Adj: \$45.00	Superior / Adj: -\$79.74	Interior / Adj: \$34.56
Dense to Trans	lh a una	TYPE	lh aurea	lhausa
Ргоренту Туре	house	nouse	nouse	nouse
Adjustment		Similar / Adj: \$0.00	Similar / Adj: \$0.00	Similar/ Adj: \$0.00
An an Baile	1001	AGE	4040	2002
Year Built	1924	Similar / Adia 40,00	1940 Similar / Adia 40.00	2002 Similar (Adia to oo
Adjustment		Similar / Adj: \$0.00	Similar / Adj: \$0.00	Similar/ Adj: \$0.00
Detie e	University	CONDITION & QUALITY		A
kating Adiustraset	Unknown	Average Similar (Adia do oo	Average	Average
Aajustment		Similar / Adj: \$0.00	Similar / Adj: \$0.00	Similar / Adj: \$0.00
last	Network Cons / T	UTILITIES	luchers of (such	luchase a funt
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 c 9 Similar 3 bedroom c	s in jurisdiction comparables in Monroe comparables in Milan	-		×
3 Within 0.75 miles	8. 00.00 00		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 ren	t range is \$1,192.26 to \$1,256.56.		Client Reference	-
Requested Rent Amount: \$1	,200.00 Rent Approved: \$1,200.00.		Voucher Bedroom 3	
Signature: <u>RRCertiferMap I</u>	RRCertiferMap (RR Certifier)	Signature: <u>(QC Certifier)</u>	Family Name Test Particip Housing Authority Michigan Sta	ant ate Housing Development Authori
In accordance with 24 CFR 9 on the information provided rent of \$1,200.00 IS reasona	82.4, 982.54 (d) (15), 982.158(f)(7) to the Michigan State Housing Develo able, and the approved rent of \$1,200	and 982.507, I certify that based opment Authority, the requested .00 IS reasonable.	Certifier RRCertiferM Page 1 of 1 exclud	ap RRCertiferMap ling appendices.