

# RENT REASONABLENESS CHECKLIST AND CERTIFICATION

## User Guide

- **Proposed Unit** – the unit that the program participant would like to rent
- **Comparable #1 - #3** – three units that are comparable to the proposed unit. For each comparable unit, attach the printout of the unit listing
- Fill in the following information for the proposed and comparable units
  - **Address**
  - **Number of bedrooms**
  - **Square feet / Age** (this would be the age of the unit in years)
  - **Type of Unit** – for the purposes of the utility allowance
    - Low Rise / High Rise – apartments that are attached to one another (side by side and vertically) in a complex or building
    - Semi-Detached – homes that share a wall side by side such as a townhouse
    - Single Family Home / Manufactured Home – completely detached from any other unit or dwelling
  - **Housing Condition**
    - Good – it is well maintained, things are up to date, in good working order and in good condition despite the age of the unit.
    - Fair – it is the expected condition for its age (i.e. building is 80 years old, the unit features are outdated), things are in working order with minor repairs noted.
    - Poor – things are not in working order, inadequate sanitation, structural hazards and other issues (i.e. exposed wiring, infestation, inadequate ventilation, etc). Major repairs noted.
  - **Additional information on amenities within the unit, on-site and neighborhood.** Include information such:
    - Unit amenities – washer/dryer, furnishings, new appliances, balcony, etc.
    - Location accessibility – easily accessible via public transportation
    - On-site amenities – parking, laundry, pool, fitness center, clubhouse, etc.
    - Neighborhood amenities – parks, community centers, library and/or grocery store within walking distance
    - Accessible unit – check the box on whether the unit is accessible
  - **Utility type and included?**
    - Select the type of utilities are in the unit – Gas, Electric or Propane.
    - Check whether the utilities are provided – if the utilities are not provided entirely by the landlord, then check “No”
  - **Unit rent** – the amount of rent that landlord is charging for the unit
  - **Estimated utility allowance** – the estimated amount of utilities that the program participant would be responsible for paying. Please refer to the Utility Allowance Schedule published each year by the Housing Authority
  - **Gross rent** – the total of the unit rent and the estimated utility allowance
- **Section A – Proposed Rent**
  - Fill in the information on the proposed unit that the program participant would like to rent
  - Fill in the FMR for the proposed unit size
  - Check whether the specific program allows for rent reasonable units at or above FMR. If unsure, please review your program contract and/or seek guidance from the contract monitor before the program participant signs the lease on the unit.
- **Section B – Comparable Units**
  - Add up the gross rents for all three of the comparable units and divide by 3 for the average gross rent.
- **Section C – Rent Reasonableness Certification**
  - Proposed unit gross rent (Section A) **must be within** \$100 of the average gross rent of the comparable units (Section B).
    - If this is true, please sign the form to certify this unit is rent reasonable
    - If this is not true, do not proceed with this unit as it is NOT rent reasonable