

## Instructions for Rent Comparability Worksheet

The main purpose of Rent comparability is to compare like-to-like. Therefore, when making your evaluations you will be comparing the unit to others in the local area and not to units in other parts of the state. In some instances you may not even be comparing it to units in other parts of your area.

<b>Location</b>	Rate the unit according to the area in which it is located:  <b>Urban Residential:</b> These would be your major cities area within the different counties.  <b>Village Residential:</b> This would be the smaller cities or towns that serve as service centers for the area.  <b>Rural Residential:</b> All other communities (most of MSHA's territory).
<b>Quality</b>	This should be pretty well self explanatory.  <b>Maintained-Rehabbed</b> means major systems upgrades, such as re-wiring, new roof, siding, etc.
<b>Size</b>	Needs to be measured.  Remember to give points for additional baths.
<b>Unit Type</b>	This should be the same as appear on your HQS inspection sheet.
<b>Age</b>	This can be obtained from the landlord or from Town records.
<b>Unit Amenities</b>	
<b>Kitchen appliances</b>	Give one point for each major appliance supplied by the owner.
<b>Kitchen appliances less than 5 years old</b>	Give one point for each new appliance.
<b>Screens</b>	These do not have to be on <b>all</b> the windows. If they are on cross ventilation, or one per room, then give the point.
<b>Shower and tub</b>	Give point when both are present. If only one is present, no points are given.
<b>Washer</b>	Give one point if landlord supplied.
<b>Dryer</b>	Give one point if landlord supplied.
<b>Finished basement</b>	Means the family can use the area for extra family room or as living space.
<b>Accessibility features</b>	Are for wheelchair accessibility.
<b>Alternative heat source</b>	Should be self-explanatory, and the oven does not count.
<b>Above average floor covering</b>	Some examples are: polished hardwood, high quality carpeting, flagstone entryway, etc.
<b>Other</b>	This can include window coverings, recessed lighting, garbage disposal, screened in porch or patio, etc.

<b>Building Facilities</b>	
<b>Cable TV</b>	Give point if cable line is into unit whether or not Landlord pays the monthly bill.
<b>Laundry hook up in unit</b>	Give points even if you have already given point for landlord supplied washer.
<b>Laudry facility in building</b>	Usually found in projects.
<b>Garage</b>	If available for tenant use.
<b>Storage facility</b>	Means an extra storage area aside from unit facilities.
<b>Add'tl Recreation Facilities</b>	Play gym, sand box, basketball hoops etc.
<b>Overall Unit Quality</b>	Here the inspector should use his/her judgement. It can be used to raise the overall points. You can consider the tenant choice of site as part of the overall quality of the unit. You can also give no points, if, in your judgement, the unit has "no redeeming value".
<b>Housing Services – On-site management</b>	This will probably only apply to complexes. Part time on site management counts for the 5 points.
<b>Maintenance</b>	Should be self-explanatory, and applies to landlord supplied activities.
<b>Identify each utility paid for by the owner</b>	Be sure this corresponds to what was reported on the Request for Tenancy and what is listed on the lease and HAP Contract.

**Final Actions:** ( Can be done by Inspector or Occupancy Worker)

Add the points and compare the results to the data sheets provided by MSHA for the unit's area.

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Enter the allowable rent range for the unit. This information is on the data sheets provided by MSHA.

**Signature for certification:**

Do not forget to sign and date the form. An Auditor will be looking for the certification signature.

This form replaces whatever system you have been using in the past for rent reasonableness certification.