

**Housing Authority of the City of Marshall, Texas**  
**Rent Reasonableness Worksheet and Certification Attachment A**

Date: \_\_\_\_\_ Number of Bedrooms: \_\_\_\_\_ Square Feet: \_\_\_\_\_

Unit Address: \_\_\_\_\_

Date Built: \_\_\_\_\_ Requested Rent to Owner: \_\_\_\_\_

Owner/Manager: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Phone Number: \_\_\_\_\_

VOID

**LOCATION**

**Maximum Score 10**

		<b>MAX</b>	<b>SCORE</b>
Census Tract	203	10	_____
Census Tract	204	10	_____
Census Tract	205	10	_____
Census Tract	206	10	_____
Census Tract	207	10	_____

**Total Score for Location:** \_\_\_\_\_

**QUALITY**

**Maximum Score: 20**

	<b>MAX</b>	<b>SCORE</b>
Meets Minimum HQS - outside	4	_____
Meets Minimum HQS - inside	4	_____
Painted within last 3 years - outside	1	_____
Painted within last 3 years - inside	1	_____
Painted within last 2 years - outside	1	_____
Painted within last 2 years - inside	1	_____
Painted within the last years - outside	2	_____
Painted within the last years - inside	2	_____
Remodeled within the last 5 years	3	_____
Exceeds Minimum HQS	1	_____

**Total Score for Quality:** \_\_\_\_\_

**SIZE** \_\_\_\_\_ **Maximum Score: 15**

	<b>MAX</b>	<b>SCORE</b>
1 Bedroom square feet		
Up to 635 square feet	10	_____
636 to 675 square feet	11	_____
676 to 775 square feet	12	_____
776 to 815 square feet	13	_____
Greater than 815 square feet	15	_____

	<b>MAX</b>	<b>SCORE</b>
2 Bedroom square feet		
Up to 650 square feet	10	_____
651 to 750 square feet	11	_____
751 to 850 square feet	12	_____
851 to 950 square feet	13	_____
Greater than 950 square feet	15	_____

	<b>MAX</b>	<b>SCORE</b>
3 Bedroom square feet		
Up to 900 square feet	10	_____
901 to 1100 square feet	11	_____
1101 to 1300 square feet	12	_____
1301 to 1600 square feet	13	_____
Greater than 1600 square feet	15	_____

	<b>MAX</b>	<b>SCORE</b>
4 Bedroom square feet		
Up to 1100 square feet	10	_____
1101 to 1350 square feet	11	_____
1351 to 1500 square feet	12	_____
1501 to 1750 square feet	13	_____
Greater than 1750 square feet	15	_____

**Total Score Square Footage:** \_\_\_\_\_

**UNIT TYPE** \_\_\_\_\_ **Maximum Score: 10**

	<b>MAX</b>	<b>SCORE</b>
Single Family	10	_____
Duplex/ETC	7	_____
Row or Towne House	5	_____
Low rise or Garden Apartments less than 4 stories	2	_____
High rise 5 stories or more	2	_____
Manufactured house	8	_____

**Total Score for Unit Type:** \_\_\_\_\_

AGE Maximum Score: 5

	MAX	SCORE
1-7 years old	<u>5</u>	<u>          </u>
8-15 years old	<u>4</u>	<u>          </u>
16-25 years old	<u>3</u>	<u>          </u>
26-50 years old	<u>2</u>	<u>          </u>
Over 50 years old	<u>1</u>	<u>          </u>
Total Score Age		<u>          </u>

UTILITIES Maximum Score: 5

Owner Provided	MAX	SCORE
Water/Sewer	<u>2</u>	<u>          </u>
Gas	<u>1</u>	<u>          </u>
Electricity	<u>1</u>	<u>          </u>
Trash Collection	<u>1</u>	<u>          </u>
Total Score for Utilities:		<u>          </u>

MAINTENANCE Maximum Score: 3

	MAX	SCORE
Owner will provide maintenance and repair	<u>2</u>	<u>          </u>
Owner maintains pruning of trees and shrubs	<u>2</u>	<u>          </u>
Owner will provide maintenance and repair	<u>1</u>	<u>          </u>
Owner has a 24-hour emergency call number	<u>2</u>	<u>          </u>
Total Score for Maintenance:		<u>          </u>

HOUSING SERVICES Maximum Score: 3

	MAX	SCORE
Manager/Owner reachable during the day	<u>1</u>	<u>          </u>
Security Patrol	<u>1</u>	<u>          </u>
Social activities sponsored by owner/manager	<u>1</u>	<u>          </u>
Total Score for Housing Services:		<u>          </u>

**AMENITIES** Maximum Score = 27

	MAX	SCORE
Central Air Conditioning	8	_____
Window Air Conditioning	5	_____
Washer/Dryer hook-up	2	_____
<b>CARPETING:</b>		
Living Room	1	_____
Dining Room	1	_____
Bedroom(s)	1	_____
Garbage Disposal	1	_____
Dishwasher	1	_____
Ceiling Fan	1	_____
Refrigerator	1	_____
Microwave	1	_____
Range	1	_____
Self-Cleaning Oven	1	_____
Mini-Blinds	1	_____
Fence	1	_____

Total Score for Amenities: \_\_\_\_\_

**Other Amenities Than Earn Point**

Maximum Score = 4

Place check by all that apply

Allow pets	_____	Security Lighting	_____
Mail delivered to door	_____	Drapes	_____
Freeway access	_____	School	_____
Sporting courts	_____	Security screens	_____
Patio	_____	Landscaped yard/area	_____
Balcony	_____	Retail stores within limits	_____
Cable ready	_____	Medical Facility	_____
Fireplace	_____	Transportation	_____
Alarm System	_____	Laundry Facility	_____
Covered Parking	_____	Controlled Access	_____
Play Area	_____	Storage Room/Shed	_____
Pool	_____	Spa or health club	_____
Private Parking	_____	Driveway	_____

Total Score for Amenities \_\_\_\_\_

Total Score for all categories \_\_\_\_\_

**MARSHALL HOUSING AUTHORITY**

**Certification for Rent Reasonableness**

**Section 8 Program**

**ATTACHMENT A TO SCORING WORKSHEET**

**Published HUD Fair Market Rent for a \_\_\_\_\_ bedroom is \_\_\_\_\_.**

**Is the rent for this unit higher than rents the owner charges for comparable unassisted units? No\_\_\_ or Yes\_\_\_ If yes the requested rent may not be approvable as reasonable.**

**The Marshall Housing Authority hereby certifies that the Contract Rent for this unit is reasonable.**

**By: \_\_\_\_\_**  
**Signature Title Date**

## MARSHALL HOUSING AUTHORITY

Procedures for the completion of the

Rent Reasonableness Worksheet and Certification

The following are the procedures to be used by the Marshall Housing Authority staff to review, complete and file the Rent Reasonableness Worksheet and Certification of Comparable Rent to the Landlord's request rent.

- A. The Section 8 Inspector will be deliberate in making notations on the HUD inspection form such that the necessary documentation to complete the rent reasonableness worksheet may be completed accurately.
- B. Subsequent to the inspection, the Section 8 inspector or other trained staff of the Authority will complete the rent reasonableness worksheet and assign points according to the following procedure.
  1. **LOCATION**- all census tract locations are 10 points. It is important to record the correct census tract number to ensure the data in the Authority computer system is accurate. The data in the computer system is utilized to file reports with HUD, other third parties and for managements use in making decisions.
  2. **QUALITY**- due to the substandard housing stock in the Marshall rental area, there are points given to the unit because the landlord improved the unit to meet the minimum Housing Quality Standards for inside and outside. There are additional points available for the painting and remodeling of the unit. If a unit was painted three years ago, the point given is only for that item. You should not assign additional points for painting within two years or one year.
  3. **SIZE**- the size of the unit is part of the requirement of the HUD inspection form. Assign points to the unit for the square footage of the usable space by the resident. Any space in the unit or on the property that is not usable by the resident may not be added to the size to obtain points. The size will be noted on the HUD inspection form.
  4. **UNIT TYPE**- this can be taken from the HUD inspection form and/or any notes that may be made by the inspector.
  5. **AGE**- the age must be noted on the HUD inspection form. If the age is not known, staff may obtain the age from the Harrison County Assessor's office via the Internet. If the county records do not show age then the Section 8 Inspector will make a best guess as to the age of the unit. Please note that if a complete remodeling of the unit has been done it will not

change the points assigned for age. Extra points for this are located in the Quality section of the rent reasonableness worksheet.

6. **Utilities**-this scoring documentation would come from the notations made by the Section 8 Inspector located on the HUD inspection form. Generally the highest point values for this category will be given for apartment complexes and other similar developments. Single-family unit owners normally will not pay for utilities.
  7. **MAINTENANCE**- the documentation for this category will be found within the notes of the Section 8 Inspector located on the HUD inspection form. This study showed that owners/agents would provide a phone number for the resident to contact them at any time and especially for emergencies relating to the unit leased.
  8. **HOUSING SERVICES**- generally the owner or agent will be available during the day to answer resident questions or to let the resident report problems. This information will be available within the notes made by the Section 8 Inspector.
  9. **AMENITIES**- this category assigns points related to the safety and the comforts of the resident and any family members. The first part of this scoring process is specific items that relate to comfort of the family, such as air conditioning. The second part of amenities allows a maximum of four points based on a list of amenities that are available in the rental area. Generally if the landlord provides a range, refrigerator, private parking, driveway or carport/garage, the maximum points of four are given for this section.
- C. A note of importance should be made here in that the HUD Section 8 Inspection form as completed by the Authority Inspector, including notes regarding the units, become the full documentation for the points assigned on the scoring worksheet as completed by the inspector or other train staff.
- D. After the completion of the worksheet the points are added for all categories with the total placed in the upper right hand corner of the first page of the work sheet. The initials of the staff person completing the worksheet are to be placed under the total score as shown.

- E. The total score is compared to the point system rent schedule. If the total points are within the guidelines the Rent Reasonableness Certificate is completed and signed by the staff member that completed the worksheet. The Executive Director will complete periodic verifications of the accuracy of the worksheet and certify and document that process by placing his/her initial next to the initial of the staff person that completed the original worksheet.
  
- F. The rent reasonableness worksheet and certificate are placed in the clients file for future reference.



## MARSHALL HOUSING AUTHORITY

### Analysis of the Point System by Bedroom Size

#### Analysis of a One-bedroom

In reviewing and comparing the market rents of one-bedroom units not on the Section 8 Program in Marshall, Texas, the following facts were discovered and utilized in computing point values as related to the comparable rents in the area:

- Smallest unit square footage is 400sf
- Average unit square footage unit is 625sf
- Median square footage unit is 660sf
- Largest square footage is 730sf

Reasonable rents on a line graph would be:

	Low Range	Median Rage	High Range
Rents	\$200 per month	\$300 per month	\$438 per month

The points below the low range would indicate that there would be possible problems with the unit passing Housing Quality Standards. In the analysis of the one-bedroom units, the lowest score was 53 points and the highest was 67 points.

In researching the apartment complexes in the Marshall rental area, it should be noted that most of the complexes in the area do not accept Section 8 individuals or families. The square footage of the apartments and rents charged were greater and higher respectively. Most of these apartments' complexes are renting units at between 49 and 55 cents per square foot per month. The apartment complexes that accept Section 8 are older, smaller in size are locate in the main rental areas of the City of Marshall. The point values and related rents are as follows for a one-bedroom unit:

RENT	POINTS
\$200 per month	up to 52 points
\$201-250 per month	53-54 points
\$251-300 per month	55-58 points
\$301-375 per month	59-62 points
\$376-450 per month	63-65 points
\$451-500 per month	66-69 points

## Analysis of a Two-bedroom

The analysis of the rent reasonableness for two-bedroom units not on the Section 8 Program in the City of Marshall, TX reveals the following and has been utilized in computing the point values used in the study

- Smallest unit square footage is 632sf
- Average unit square footage unit is 878sf
- Median square footage unit is 896sf
- Largest square footage is 1250sf

Reasonable rents on a line graph would be:

	Low Range	Median Rage	High Range
Rents	\$300 per month	\$445 per month	\$550 per month

The point listed below the low range would indicate that the unit could have possible problems meeting Housing Quality Standards. In the analysis of the two-bedroom unit the lowest point value earned was 58 points and the highest point value earned was 69.

In comparing these figures to the apartment complexes that do not accept Section 8 residents we find that they are close to the market value of other non-Section rental units. The apartment complex units are renting for 50-52 cents per square foot per month and are generally 100 square feet larger than the average Section 8 rental unit. The point values and the corresponding rents are as follows:

RENT	POINTS
\$250 per month	up to 50 points
\$251-300 per month	51-59 points
\$301-400 per month	60-62 points
\$401-550 per month	63-72 points

## Analysis of Three-Bedroom Units

In reviewing and comparing rent reasonableness for the three-bedroom units not on the Section 8 Programs within the Marshall rental we find the following

- Smallest unit square footage is 778sf
- Average unit square footage unit is 1,170sf
- Median square footage unit is 1,145sf
- Largest square footage is 1,829sf

Reasonable rents for the three bedroom units on a line graph would be presented as follows:

	Low Range	Median Rage	High Range
Rents	\$300 per month	\$475 per month	\$607 per month

The point below the low rage would indicate that there would be possible problems with the unit passing Housing Quality Standards.

In comparing three bedroom apartments with available rental units in the Marshall rental area it should be noted that the comparable average square footage is approximately the same at 1.100 square feet. These are older complexes and the rental value is approximately 30 cents per square foot per month. The comparable three bedroom units in the area are leasing for 29-49 cents per square foot per month. This leasing value would depend on the points scored on th scoring worksheet. There is an extra value for the larger units because of living space and comfort as compared to the other three bedroom units in the rental market. The point values and corresponding rental values are as follows:

RENT	POINTS
\$350 per month	up to 57 points
\$351-400 per month	58-61 points
\$401-500 per month	61-64 points
\$501-600 per month	65-69 points
\$601-700 per month	70-72 points

### **Analysis of the Four-Bedroom Unit**

The number of four-bedroom units available for rental in the Marshall rental area are few. This lack of data requires that another method of computing the score values and the comparable rents be utilized. The HUD published FMR will be used in addition to the interpolation of the spread and differences of the HUD FMR's as published.

The three-bedroom published FMR is \$607 per month and published four-bedroom FMR is \$662 per month. The difference is \$55 per month or a nine percent increase. The application of this difference between the three-bedroom and four-bedroom units results in the following table of comparable rents for the four-bedroom unit in the Marshall rental area. The point spread used is the same as the three bedroom unit to provide a standard of point values.

RENT	POINTS
\$382 per month	up to 57 points
\$383-435 per month	58-61 points
\$436-545 per month	61-64 points
\$546-650 per month	65-69 points
\$651-662 per month	70-72 points

### **Analysis of the Five-bedroom**

The five-bedroom unit comparable rents will be computed based on the HUD published recommended computation of a 15% increase for each additional bedroom above the four-bedroom Fair Market Rent. The computation will result in the following table of rents and point values. The three-bedroom unit point will again be utilized to provide some standardization.

RENT	POINTS
\$440 per month	up to 57 points
\$441-500 per month	58-61 points
\$501-625 per month	61-64 points
\$625-750 per month	65-69 points
\$751-762 per month	70-72 points