How to Submit an Owner Rent Comparable
On AffordableHousing.com

Step 1. Go to AffordableHousing.com

You can use any web browser on your phone, computer, or tablet.

Step 2. Sign into your account

Once you are on AffordableHousing.com you need to sign into your account. If you do not have an account, you will need to sign up for one. Signing up for an account is free, just click on **"Sign Up"** located on the top right corner of the homepage.

Select your user type- If you are posting an available rental property or submitting a comparable you are an **"Owner"** (landlord). If you are looking for a place to live you are a **"Renter"**. Renters, please refer to the "How to search for Affordable Housing Guide" for more information.

Confirm your Email- An email will be sent to the email address you provided. Open your email and click on **"Confirm"**.

Create a password- Create a password to be able to sign into your account again.

Step 3. Go to the Comparables page

Click on **"My Dashboard"** located on the top left side of the homepage.

Once you are in the dashboard you will see a menu located on the left side of the screen. Click on **"Comparables"**.

Step 4. Click "Add a Comparable"

Click on **"Add Comparable"** located on the top of the page. You can add multiple comparables. Once you have finished creating your first comparable, go back to the comparables page and click on **"Add Comparable"** again.
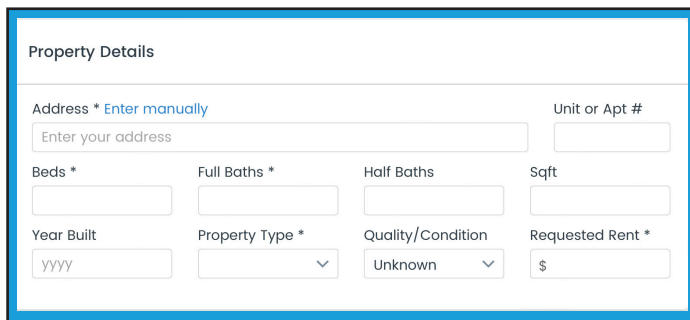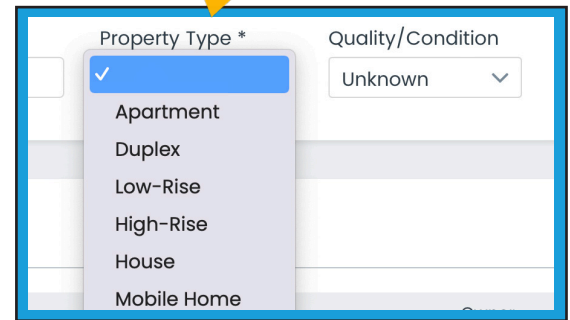
+ Add Comparable

Step 5. Select the Property Type

To submit a comparable for a single unit or single-family home select **"Individual unit"**. For several units in one building or community select **"Apartment Communities"**. Apartment community comparables must be downloaded and submitted via email. To expedite comparables for apartment communities submit each unit as an **"Individual Unit"**.

Individual Units

Add A Comparable

Apartment Communities
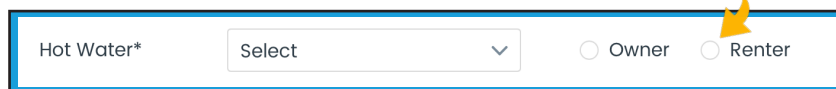
Add Multiple Comparables
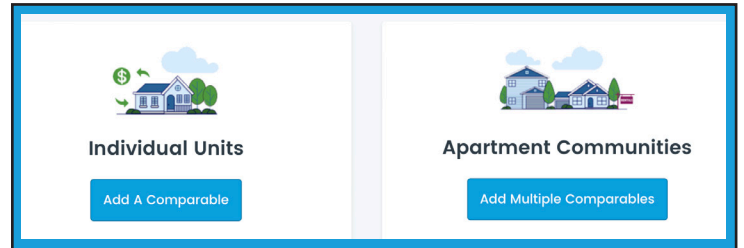
Step 6. Enter the Property Details

Enter the property address, number of bedrooms, etc. To select the property type and quality/condition click on the arrow and a dropdown will appear. Property details with an * must be filled out and cannot be left blank.

Property Details

Address * Enter manually

Enter your address

Unit or Apt #

Beds *

Full Baths *

Half Baths

Sqft

Year Built

YYYY

Property Type *

Quality/Condition

Unknown

Requested Rent *

$

Property Type *

Quality/Condition

Unknown

✓

Apartment

Duplex
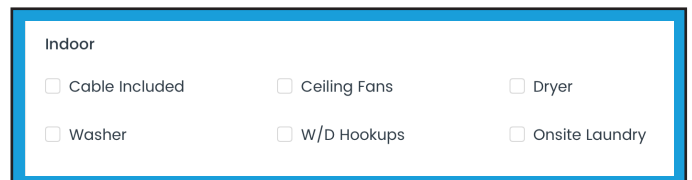
Low-Rise

High-Rise

House

Mobile Home

Step 7. Enter the Utilities and Maintenance

Enter all the utilities and maintenance types, and who is responsible for paying what (e.g., Owner or Renter). Some of the utilities require you to select a type. Click on the area that says **"Select"** and a drop-down menu will appear. If the property owner/ landlord pays for a utility click on the circle to the left of **"Owner"**. If the person renting the property pays for that utility click on **"Renter"**.
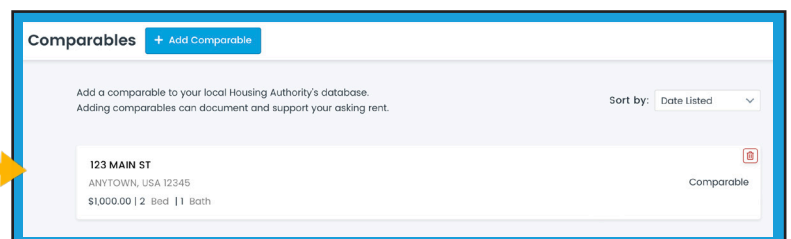
Hot Water*

Select

◯ Owner   ◯ Renter

Step 8. Enter the Amenities and Save

This is the final step. Check the box to the left of each amenity that is included in your property. Once you have finished making your selections click on **"Save Comparable"**

Save Comparable

To view your saved comparables go to the comparable page (see step 3).

Indoor

☐ Cable Included   ☐ Ceiling Fans   ☐ Dryer

☐ Washer   ☐ W/D Hookups   ☐ Onsite Laundry

Comparables   + Add Comparable

Add a comparable to your local Housing Authority's database.
Adding comparables can document and support your asking rent.

Sort by: Date Listed

123 MAIN ST
ANYTOWN, USA 12345
$1,000.00 | 2 Bed | 1 Bath

Comparable