

CHOICE Rent Reasonableness Form

- From **HOME** Screen & Charts tab, select **Services**

The screenshot shows the HOME screen with the Charts tab selected. At the top, there are three dropdown menus: 'All Program Types', 'All Divisions', and 'All HMIS Project Type'. Below these is a sidebar with 'Census', 'Charts', and 'Administration' options. A red arrow points to the 'Services' menu item in the 'Chart Activities' section.

- From Services Menu, select **Rent Reasonableness**

Consumer Services Menu

The screenshot shows the Consumer Services Menu with the following settings:

- Agency File Cabinet
- Program: Training Housing Program (multi-step)
- Database: Data Entry
- A-Z: .
- Census: Roster Archives

The screenshot shows the Consumer Services Menu with the following sections:

- Individual**
 - Contacts Log
 - Service Plans
 - Service Coordinators
 - Calendar
 - Progress Notes
 - Charting Timetable
 - Service Referrals
 - Utilization Reports
 - Assessment Data
 - CHOICE Payment Voucher
 - Payment Voucher Checklist
 - Rent Reasonableness
- Group**
 - Activities
 - Group Notes
 - Staff Training
 - Group Schedule Setup

A red arrow points to the 'Rent Reasonableness' menu item in the Individual section.

- Select Consumer and client, click **CONTINUE**
- **Create New Rent Reasonableness Form**
- Rent Reasonableness Form is displayed below

Training Housing Program (multi-step)
Tom Cruise
Rent Reasonableness

<u>ADDRESS</u>			
Proposed Unit Address	Unit #1:	Unit #2:	Unit #3
<u>NUMBER OF BEDROOMS</u>			
Proposed Unit:	Unit #1	Unit #2	Unit #3
<u>SQUARE FEET</u>			
Proposed Unit:	Unit #1:	Unit #2:	Unit #3:
<u>TYPE OF UNIT/CONSTRUCTION</u>			
Proposed Unit:	Unit #1:	Unit #2:	Unit #3:
<u>AMENITIES</u>			
Proposed Unit:	Unit #1:	Unit #2:	Unit #3: