# Sample Letter — Notice of Decision

*[Print on letterhead]*

**Notice of Decision**

**To:** *[name each member of the household 16 years of age and older]*

**Date:**

**Unit:**

This is your notice that **(choose one):**

* your rent will *[increase or decrease]*. You will have to pay your new rent of *[insert rent amount $]* as of *[insert effective date].* **Or**
* you are over-housed in your current unit. Your household is eligible for a *[insert unit size]* bedroom unit. You will have to move to a smaller unit*. [choose one of the following two statements, insert– your household will be placed on the internal transfer list* ***or*** *housing provider will send an application on your behalf to the Centralized Waiting List].*You will be able to refuse two offers. If you refuse 3 offers, and you have been over-housed for at least 12 months, you will lose your eligibility for RGI.**Or**
* you are no longer eligible for special needs housing. You will have to move to another unit. Your household will be added to the internal transfer list for a *[insert unit size]* bedroom unit.

This decision was made on *[insert date]*.

[Insert reasons for decisions – see Reg. 367 s.61(2)(2)]

You can ask for a review of this decision by sending a written request by [*insert date –30 days after the housing provider issues this notice]* addressed to *[insert name of housing provider]* at the address shown on this notice. We will schedule a review within \_\_\_ business days of receiving this request [note: cannot be more than 30 days after the housing provider receives the review request].

If you have any questions, please contact [*insert name and phone number].*

Sincerely,

[Name and Title]