*[Print on letterhead]*

**Last chance to send in your income and asset review form**

**To:** *[Name each household member 16 years of age or older]*

**Date:**

**Unit:**

Today was the deadline for sending in your Income and Asset Review Form.

To keep your subsidy, you must fill in this form and return it with the required proof of income by *[fill in the time, day, month, and year].*

If you do not send in this form with the required documents, you may lose your rent-geared‑to‑income subsidy. If this happens, you will have to pay market rent for your unit. To get subsidy again, you will have to apply to Access to Housing. This means that you will have to wait until your name reaches the top of the list. This could take several years.

If you are having difficulty getting the information, call *[name]* at *[phone number]* right away.

Sincerely,

*[Name and Title]*