*This Certificate of Service form must be completed by the RGI Administrator when a Notice of Decision - Loss of Eligibility rent-geared-to-income (RGI) Assistance is issued.* ***The Certificate of Service form is not issued to the household.*** *It must be retained in the household’s file as proof that the Notice was issued and delivered to the household's address. If a Request for Review of the Notice of Decision - Loss of Eligibility RGI Assistance is filed with the City of Toronto, LOE Review Body, the completed Certificate of Service must be provided to the Review Body with other required supporting documentation.*

## Address of unit to which the Loss of Eligibility for RGI Assistance – Notice of Decision was delivered:

|  |  |
| --- | --- |
| Unit / Apt. / Suite | Street Address |
| City | Postal Code |

The undersigned certifies that on <insert date (yyyy/mm/dd)>, I gave a copy of the following document(s):

* Notice of a Decision determining, under subsection 52 (1) of the *Housing Services Act*, *2011*, that the household is no longer eligible for RGI assistance, that included:

i. a statement of the reasons for the decision,

ii. a statement that a member of the household may request a review, and

iii. information about how to request a review and what the deadline is for doing so.

* A copy of the City's Request for Review form, including direction on how to obtain the form online.

To the following person(s):

* <Insert name of household member notice was addressed to>
* More than one household member, on the same date and in the same way.

(If you check this box, attach a list of the names and addresses of the people you served.)

By the following method of service:

* Handing the document(s) to the person(s)
* Handing the document(s) to an adult person in the tenant's rental unit.
* Leaving the document(s) in the mailbox, or place where mail is normally delivered.
* Placing the document(s) under the door of the rental unit or through a mail slot in the door.
* Sending the document(s) by courier to the person(s).
* Sending the document(s) by certified mail to the person(s).
* Sending the document(s) by mail or courier to the last known address of the person(s), at:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* A different method of service (provide details)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Signature

The undersigned acknowledges that this statement will be relied upon by the City of Toronto in considering an application for review of a Loss of Eligibility for RGI assistance decision. The undersigned also acknowledges that a false statement may result in their disqualification to administer the RGI program.

|  |  |
| --- | --- |
| Name (First Name, Last Name) | Housing Provider |
| Role of signor (e.g. RGI Administrator; landlord) | Telephone Number |
| Signature (the person who delivered the document(s) must sign the form) | Date (yyyy-mm-dd) |