**Date:**

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

**Address:**

**Unit #:**

We recently completed your household's annual income and Rent-Geared-to-Income (RGI) review.

This is your notice that your rent will [increase or decrease or remain the same]. You will have to pay the [new or same] rent of $[insert rent amount] as of [insert effective date]. *[*Note*: rent change should be the household's anniversary date and effective on first day of first month after notice is issued]*

This decision was made on [insert date]. [Insert explanation for the decision].

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]*

The current market rent charge for your unit is $[insert market rent amount]. [**Include this sentence if the calculated rent is NOT at market rent**: This is the amount that you would pay if you were no longer eligible for RGI assistance.]

[**Include this paragraph if the calculated rent is at market rent**: The *Housing Services Act, 2011* (section 30 of O. Reg. 367/11) states that an RGI household will no longer be eligible for RGI assistance if they have paid RGI rent that is equal to or more than market rent for 24 consecutive months. Households must notify their housing provider if their income decreases during the 24-month period.]

If, between now and your next Annual Income & RGI Review, any member of your household has experienced a serious long-term event which has resulted in your household's total net income dropping by at least 20%, you may qualify for RGI rent re-calculation.

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

Sincerely,

[Name and Title]