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# REQUEST FOR REVIEW

# Loss of Eligibility - Rent-Geared-To-Income Assistance

The purpose of this form is to request a review of your loss of eligibility for Rent-Geared-to-Income (RGI) assistance. Use this form if you:

1. Have been informed by your Housing Provider through a form called a "Notice of Decision - Loss of Eligibility for Rent-Geared-To-Income Assistance" that your household is losing eligibility for RGI assistance; and
2. Are currently living in the unit for which you are receiving an RGI subsidy.

**You must sign and deliver this form by fax, mail or email (see below) within 30 days of the date the Notice of Decision - Loss of Eligibility for Rent-Geared-To-Income Assistance was issued.**

# 1. Applicant Information

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| First Name:       | Last Name:       |
| Street Address:       | Unit Number:       Postal Code:       |
| \*Email Address:       | Area Code:       Telephone Number:       |
| What is the Date Issued on the Notice of Decision? (yyyy-mm-dd) |
| Name of your Housing Provider:       |
| **You must include a copy of the Notice of Decision – Loss of Eligibility for Rent-Geared-to-Income Assistance you received when submitting this Request for Review.** |
| **\*Important information about communicating with Housing Stability Services:**The City of Toronto cannot guarantee the confidentiality of communications sent or received by **email**. If you choose to send, or consent to receive, information by email that is of a confidential, personal or sensitive nature, such as information related to this Request for Review – Loss of Eligibility for RGI Assistance, you do so at your own risk.**Do you consent for Housing Stability Services' LOE Review Body to communicate with you and/or your advocate about this Request for Review by email? (check one):**[ ]  Yes [ ]  NoYou may withdraw or change this consent at any time during the review process by contacting us by email, mail or fax at the address or number noted below. |

# 2. Advocate or Other Contact Person

If you would like another person to act as a representative on your behalf, or would like someone else to know the details of your request, please complete this section:

|  |  |  |
| --- | --- | --- |
| Advocate Name      | Email Address:       | Telephone Number:      |
| Agency/Legal Clinic Name (if applicable):      |

# 3. Reasons for Requesting Review

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| **IMPORTANT:** This is your opportunity to provide information that will assist the Review Body in making a decision about your request for review. Tell us the full details of why you disagree with this decision and submit copies of any documents that would support your Request for Review. Do not submit original documents. |

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| Why do you disagree with the decision to remove your RGI subsidy? Please write the reasons below and attach supporting documentation.       |

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# 4. Explanation of late submission

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| Requests for Review that are submitted more than 30 days after the Notice of Decision - Loss of Eligibility for Rent-Geared-To-Income Assistance was issued to you, may or may not be eligible for review. **If you did not submit this request within the deadline,** **you can still ask for a review but you must provide a detailed explanation of why it is late and copies of any documents that would support your reason for submitting your request for review after the deadline.** |
| Explanation of why Request for Review is being submitted after deadline (if applicable). Attach any supporting documentation:       |

# 5. Applicant Consent

For the purposes of reviewing a loss of eligibility decision, I consent to the City of Toronto obtaining, disclosing or exchanging my personal or other information (including information contained in tenancy file or other files) at any time during the review process, from, to or with my housing provider, the City of Toronto and the person named as my Advocate or other contact person provided on this form.

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| Applicant(s) Signature:      **This must be signed by a member of the RGI household who is 16 years of age or older and is listed on the Lease.** | Date: *(yyyy-mm-dd)* |

Please ensure that this form is **complete** before sending it to the address below through courier, mail, fax or email. Include the Notice of Decision – Loss of Eligibility for RGI Assistance and any other supporting documents that will support your request for review.

City of Toronto, Housing Stability Services
**Attention: LOE Review Body**
55 John Street, 6th Floor
Toronto, Ontario M5V 3C6
Fax: (416) 696-3718
**\*\* E-mail:** socialhousing@toronto.ca

**\*\* Important information about communicating with Housing Stability Services by email:**

The City of Toronto cannot guarantee the confidentiality of communications sent or received by email. If you choose to send, or consent to receive information by email, that is of a confidential, personal or sensitive nature, such as information related to this Request for Review – Loss of Eligibility for RGI Assistance, you do so at your own risk.

The personal information on this form is collected under the authority of the City of Toronto Act, S.O. 2006, Chapter 11, Schedule A, s. 136(c) and Housing Services Act, S.O. 2011, Chapter 6, Schedule 1, s. 42 to s. 67. The information is used to allow city staff to determine an applicant's eligibility for rent geared-to-income assistance. Questions about this collection can be directed to the Manager, Housing Stability Services, Metro Hall, 55 John Street, 6th Floor,

Toronto, Ontario, M5V 3C6 or by telephone at 416-392-4126.