**Date:**

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

**Address:**

**Unit #:**

This is to inform you that [name of housing provider] has declined to offer your household an RGI unit at [state the RGI unit address]. This decision was made on [insert date] because (*Housing Services Act*, O. Reg. 367/11, s. 50 (1)): [check the applicable reason(s)]

[ ]  Your household no longer meets the building's mandate

[ ]  Based on a rental-history check, there are reasonable grounds to believe that your household will not pay the rent in full or on time.

[ ]  [name of housing provider] is a co-operative and there are reasonable grounds to believe that your household will not accept, or will be unable to accept, your responsibilities as a member of the co-operative.

[ ]  The unit is a shared unit, and [name of housing provider] believes that it is not suitable for your household.

[ ]  A member of your household was evicted by [name of housing provider] within the last five years, based on an illegal act. [Note: any housing provider using this provision must have a policy in place that is approved by the City of Toronto]

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 RGI administrator] 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 received the review request].

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

Sincerely,

[Name and Title]