[All notices informing households of their RGI rent payable following an annual RGI review must be issued within the month (30 days) immediately prior to the RGI household's anniversary date.]

**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].

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 such assistance if their household income has increased and, as a result they paid RGI rent that is equal to market rent for a period of 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]