**File # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (for HSS use)

If you suspect an RGI household within your City of Toronto housing portfolio is committing fraud, complete this form and submit it to your Housing Consultant using the [online platform](https://s.cotsurvey.chkmkt.com/?e=188050&h=4724E4367E2195C&l=en). The Housing Consultant will provide you with direction on further actions required.

Any documentation provided in this form must be kept confidential and should include dates, times and specifically what was seen, read or heard. This form must be factual. Do not make allegations on this form that cannot be verified.

Name of Housing Provider:

Name of person completing this form:

Position:

Work address:

Work email:

Work phone number:

**Information on household suspected of RGI fraud**

Name of primary household member:

Address of household:

What type(s) of RGI fraud is suspected? Select all that apply.

* falsifying or altering any part of a Notice of Assessment or Proof of Income Statement
* falsifying or altering any other documents
* failing to report sources of income
* failing to declare assets that are not exempted
* failing to report changes in household composition
* failing to disclose and dispose of property
* failing to report that students are no longer attending post-secondary courses
* concealing an absence from a unit in excess of the allowed time periods
* subletting all or part of a subsidized unit
* having ownership, or part ownership, in a residential property that can be lived in year-round
* other - please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If the fraud was reported to you by a third party, indicate how the contact was made:

* Phone
* Email
* Letter
* In person
* Other (specify):

**Summary:**

Provide a detailed summary of events, actions and / or documents that have led to the suspicion of fraud. Include the dates of all actions and communications and the people and roles of the people involved. See Chapter 1 of the RGI Administration Manual for a list of potential indicators of RGI fraud that must be investigated.

Date:

Name:

Signature: