**Date:**

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

**Address:**

**Unit #:**

**Notice of Decision – In-year review – rent will not change**

We recently completed an in-year review of your Rent-Geared-to-Income (RGI) rent because you told us that income had decreased for [insert name of household member(s)] since your last annual RGI review.

**This is your notice that, based on our review, your rent will not change. You will continue to be charged rent of $[insert rent amount]. This decision was made on [insert date].**

Under RGI program rules, an RGI household qualifies for an in-year (between annual RGI reviews) rent adjustment if:

* The household has experienced a reduction of at least 20% of the household's total net income from the most recent annual RGI review; **and**
* This reduction in income resulted from a serious long-term event experienced by one or more household members.

*A serious long-term event is one that lasts a minimum of six (6) months, resulting from a change in a household member's source of income and in a significant reduction in the net income of the household. (Examples of such events include job loss, a permanent change from full- to part-time hours).*

[Insert explanation for why household does not meet the above conditions.]

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

Sincerely,

[Name and Title]