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

If you suspect an RGI household within your City of Toronto housing portfolio is committing RGI fraud, complete this form and submit it to your Housing Consultant using the [online survey](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 must include dates, times and specifically what was seen, read or heard. Information included on this form must be factual. Do not make assumptions or allegations that cannot be verified.

Name of Housing Provider:

Name of person completing this form:

Position:

Work address:

Work email:

Work phone number:

**Information of household suspected of committing 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 that are used to assess eligibility for RGI assistance
* failing to report changes in household composition
* failing to report that household member stop being in full-time attendance at a recognized educational institution
* concealing an absence from a unit in excess of the allowed time periods
* subletting all or part of a subsidized unit
* failing to disclose ownership, or part ownership, or holding a lease in a residential property that can be lived in year-round
* failing to disclose any assets owned by applicable household members that are not on the exempted asset list
* other - please specify:

If the fraud was reported to you by a third party, indicate how the report 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 RGI fraud. Include the dates of all actions, interactions, the people and their respective involvement. See Chapter 1: Determining and Managing Eligibility in the RGI Administration Manual for a list of potential indicators of RGI fraud that must be investigated.

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Date:

Name:

Signature: