**The Certificate of Service form is not issued to the household.** It must be retained in the household’s file as proof that the Notice of Decision (NOD) - Loss of Eligibility (LOE) RGI Assistance was issued and delivered to the household's address. If a Request for Review of the Notice of Decision - Loss of Eligibility RGI Assistance is submitted to the City of Toronto - LOE Review Body, the Certificate of Service must be provided to the City’s LOE Review Body along with other required supporting documentation.

The Certificate of Service form must be:

* Completed, signed and dated by the RGI Administrator who created and issued the Notice of Decision – Loss of Eligibility Rent-Geared-to-Income Assistance, AND
* Signed and dated by the designated staff who delivered/mailed the Notice of Decision – Loss of Eligibility for RGI Assistance and the Request for Review form.

## Address of unit to which the Notice of Decision - Loss of Eligibility RGI Assistance was delivered/mailed to:

|  |  |
| --- | --- |
| Unit / Apt. / Suite       | Street Address       |
| City       | Postal Code       |

**The undersigned certifies that on <click to insert date> I ensured a copy of the following document(s) were delivered:**

* Notice of a Decision determining, under subsection 52 (1) of the Housing Services Act, 2011, that the household is no longer eligible for RGI assistance, that included:

i. a statement of the reasons for the decision,

ii. a statement that a member of the household may request a review, and

iii. information about how to request a review and what the deadline is for doing so.

* A copy of the City's Request for Review form, including direction on how to obtain the form online.

**To the following person(s): Check One**

[ ]  Household member(s) the Notice was addressed to: <insert household member name(s)>

[ ]  More than one household member, on the same date and in the same way. (If you check this box, attach a list of the names and addresses of the people you served.)

**By the following method of service: Check One**

[ ]  Handing the document(s) to <insert name of household member documents were handed to> .

[ ]  Handing the document(s) to an adult person, <insert name of person>, who is not a member of the RGI household.

[ ]  Leaving the document(s) in a secure mailbox, or secure place where mail is normally delivered.

[ ]  Placing the document(s) under the door of the rental unit or through a mail slot in the door.

[ ]  Sending the document(s) by courier to the person(s).

[ ]  Sending the document(s) by certified mail to the person(s).

[ ]  Sending the document(s) by regular mail to the person(s).

[ ]  Sending the document(s) by mail or courier to the last known address of the person(s), at: <last known address>

[ ]  Other delivery method: <other delivery method>

## Signature

The undersigned acknowledges that this statement will be relied upon by the City of Toronto in considering an application for review of a loss of eligibility RGI assistance decision.

The undersigned also acknowledges that a false statement may result in their disqualification to administer the RGI program.

I certify that I completed, issued and ensured the delivery of the Notice of Decision – Loss of Eligibility RGI Assistance to the RGI household.

|  |
| --- |
|  |
| RGI Administrator (First Name, Last Name)       | Telephone Number       |
| RGI Administrator Signature       | Date Click or tap to enter a date. |
| Housing Provider       |
|  |

**Note:** Should the household request a review of the Notice of Decision (NOD) - Loss of Eligibility (LOE) RGI Assistance, the City of Toronto reserves the right to request that a sworn affidavit be submitted to the LOE Review Body confirming the content of this form.