**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.