

**Date**

**Name**

**Address**

**City, Province, Postal Code**

**Dear Tenant/Member:**

We have received information that you owe arrears to your former housing provider **Insert Name** in the amount of **Insert Amount**. The Social Housing Reform Act specifies that tenant/members who owe money to any housing provider for rent or for damages is not eligible for rent geared to income assistance.

**We are therefore advising that effective Insert Date (full 90 days from the first of the next month) your rent will increase to the market rate of Insert Amount.**

Please contact your former Housing Provider to arrange payment either in full or by terms acceptable to both parties. If we are advised by your former landlord that you have paid the arrears or have entered into a repayment agreement prior to **Insert Date** your subsidy will not be withdrawn. If you default on the terms of any repayment agreement your subsidy will be withdrawn.

If you are not in agreement with this decision you have the right to request a review of this decision to withdraw subsidy but not the amount of the arrears. All concerns regarding the amount of the arrears owed to your former housing provider must be addressed to your former housing provider.

A request for review must be in writing and must contain, in detail, the reasons for the review. You will be contacted for a review meeting and may attend in person, or be represented by an agent or may appear in person accompanied by an agent.

In order to appeal this decision, your request must be directed to the following within **10 business days** from the date you receive this letter:

**Housing Provider  
Address**

If we do not receive a request for reconsideration within the 10 business day timeframe, our decision will be considered final. Once your subsidy is removed, you must re-apply to Niagara Regional Housing and you will be placed on the Affordable Housing Waitlist with a new application date. Subsidy will be reinstated when you reach the top of the list, which could take a considerable length of time.

Should you have any questions please contact me at **Insert Phone number**.

Yours respectfully,

**Name**

**Housing Provider**

cc: tenant/member file