

PROVIDER LETTERHEAD

DATE

Household Name
Household Address

Dear Household:

Re: Household Income – Maximum (Market) Rent Notice

Based on the information you provided your household income is enough to pay the maximum (market) rent for your unit.

As of **(insert date)** your rent will be **(insert amount)**.

You must notify (PROVIDER NAME) of Changes:

During the next 12 months, you are still considered a rent-geared-to-income (RGI) tenant and must comply with the Housing Services Act and Regulations in order to remain eligible for subsidy if your income decreases.

You must inform **(PROVIDER NAME)** within 30 days of any change in the number of people living in your unit or if your household income decreases.

If your income goes down during the 12 months and you still meet all the eligibility rules under the Housing Services Act, your rent will be recalculated and your subsidy reinstated if the calculation results in a rent below the market rent for the unit

What happens if you continue to pay the market rent for the full 12 months?

The Housing Services Act (HSA) 2011 states:

Cessation of eligibility – 12 months of market rent:

30. A household that has been receiving rent-geared-to-income assistance ceases to be eligible for such assistance if, for a period of 12 consecutive months, the amount of rent paid by the household is the same as what the rent would be if the household were not receiving rent-geared-to-income assistance.

O. Reg. 367/11, s. 30.

This means that after the 12 months you are not eligible to receive rent-geared-to-income assistance.

Your right to a Review of this Decision:

If you have questions or do not agree with this rent calculation or consequences, please contact the office. You have the right to request an internal review of this decision under Part 10 of the Housing Services Act. Your request for internal review must be received, in writing, within 10 business days.

Provider Name
Provider Address

If you do not request a review within the time period the decision will be final.

Sincerely,

Name

NOTES for the Provider – NOT to go in letter

Household receive this notice when their income rises and they start paying maximum rent. During the initial 12 month time frame they are still considered an RGI household. This means they need to follow the rules for RGI households. Report any changes in income, family composition, requirement to fill out an annual renewal. If they do not follow these rules the RGI status could be terminated before the 12 month period is up.

We suggest you send a reminder notice (usually 3 months before). But you only issue the notice of ineligibility **AFTER** the 12 month period has passed.

At the end of the 12 months you will need to send 90 day Cease to Qualify letter.

Order of the letters

- This letter – 12 months at Market Rent
- Optional Reminder letter
- 90 Day Notice of Decision – Cease to Qualify Letter