

PROVIDER LETTERHEAD

Insert date

Household Name

Household Address

Re: 30 Day Reminder – Cease to Qualify
Insert reason for loss of subsidy – Failure to Provide Information

You are receiving this letter because you did not provide all the information needed to determine your eligibility to receive rent-gear-to-income subsidy.

As stated in the 90-Day Notice of Decision – Cease to Qualify letter sent to you, your rent will increase to the maximum (market) rent for your unit and you will no longer be eligible to receive subsidy.

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

If you provide the necessary information before the effective date of your increase to market rent, we will review the information provided and you could be eligible to keep your subsidy.

Once your subsidy has been removed you will need to reapply to the centralized waitlist and be placed on the waitlist in chronological order.

Should you have any questions regarding the information we are still waiting for please call me at **(insert contact number)**.

Sincerely,

(Name)

c.c: household file

If you require this material in a different format please contact the office.