

# PROVIDER LETTERHEAD

**Insert date**

**Household Name**

**Household Address**

Dear Household

As you are aware, you cannot own residential property that is suitable for year round occupancy and live in an RGI unit. You currently own property at:

**(address of property)**

In order to remain eligible for RGI assistance, you must sell or transfer this property for fair market value by **(insert original date)** (180 days), you have not yet sold or transferred this property.

Based on the information you have provided as to why you have not yet sold or transferred this property we have decided to give you an additional 180 days in order to continue to be eligible for RGI assistance, you must give us proof that you have sold or transferred this property for fair market value by **(insert date)** (180 days) or you could become ineligible for RGI assistance and have to pay the full market rent for your unit.

If you have any questions, 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.**