

# PROVIDER LETTERHEAD

**Insert date**

**Household Name**

**Household Address**

Dear Household

You will be moving into a rent-geared-to-income (RGI) unit on **(insert date)**. Our records show that you own property at:  
**(insert address of property)**

**OR**

You are a current rent-geared-to-income (RGI) tenant. Our records show that you own property at:  
**(insert address of property)**

You cannot own residential property that is suitable for year round occupancy and live in an RGI unit.

In order to remain eligible for RGI assistance, you must sell or transfer this property for fair market value by **(insert date)** (180 days). You will need to give us proof when the property has been sold or transferred including verification of the amount of money that you receive for it. If we do not receive this information you will receive a notice that you are no longer eligible to receive subsidy and will have to pay the full market rent for your unit.

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

Please contact the office immediately if this property is not residential or is not suitable to live in at all times of the year.

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.**