

PROVIDER LETTERHEAD

Insert date

Household Name

Household Address

Dear Household

Re Pursuit of Income

Thank you for submitting your income verification forms.

Upon review of the information you provided, it was found that **(insert name)** may be eligible to receive the following type of income:

- Ontario Works
- Spousal/Child Support
- Employment Insurance
- Pension
- Immigration Sponsorship

In order for you to remain eligible for housing subsidy, you must make reasonable efforts to apply for this income and obtain a **written decision** on your application for this income.

You must inform our office of the results of your application for income within 30 days from the date of this letter or you will receive a notice that you are no longer eligible to receive subsidy and you will be required to pay the 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.

If you have any questions, please call me at **(insert contact number)**.

Sincerely,

(Name)

c.c: household file

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