

Request for Completion of Annual Eligibility Review Form

To RGI Tenant/Co-op Member:

It is time to review your eligibility for rent-geared-to-income (RGI). To continue to be eligible for RGI subsidy, you must complete the attached forms and return them with supporting information no later than:

<h3>Due Date</h3>

You must complete all sections of the forms, and they must be signed by you, your spouse (if applicable), and all other people who live with you and are 16 years of age or older.

This information must be submitted to our office by **[date]**. If you do not submit this information by this date, you may be determined ineligible for RGI and will be required to pay the full market rent/housing charge of **[amount]** for your unit.

Please attach the following information for your review:

- ☐ Proof of Income Statement or Notice of Assessment (NOA) for you, your spouse (if applicable), and anyone else you live with who is 18 years of age or older and not a full-time student.
- ☐ Proof of current income if the net income on the Proof of Income Statement or NOA is very different from current income. You still must provide the Proof of Income Statement or NOA.
- ☐ Statement of Assistance from Ontario Works or ODSP, if you receive social assistance.
- ☐ Proof of school enrolment for all full-time students over the age of 18 years.
- ☐ Proof of assets if the total value of your assets is more than \$30,000 or if you have had a large change in the value of your assets or you have disposed of any assets in the last 12 months.
- ☐ A current letter from Immigration, Refugees and Citizenship Canada (IRCC) showing proof of status in Canada for anyone who is not a Canadian Citizen or Permanent Resident.

If you have any questions, please call me at .

Sincerely,