# Notice of Retroactive RGI Change With Amount Owing

To RGI Tenant/Co-op Member:

The amount of your rent-geared-to-income (RGI) has been reviewed for the period [**date**] to [**date**]. You were charged less RGI for this period than you should have paid. So, we have increased your RGI effective [**date**] to $[**new RGI amount**]. This means that you must pay us an additional $[**amount to be collected back**] for this period.

This change was made because:

[**Outline the reasons for the change and amount owing. You may need to show how the amount owing was calculated.**]

You must also pay the new RGI of amount of $[**new RGI amount**] when you pay your rent/housing charge next. On [**first day of following month]**, please pay the new rent/housing charge of:

New RGI Amount $

Sector Support $

Cable $

Parking $

Other Charges $

RGI Repayment $

Total Charge $

If you do not agree with this decision, you can ask for a review of the decision within 10 business days of receiving this letter. You must submit a Request for Regional Review form to **[Housing providers, DASH and other decision makers]** stating the reason you disagree with the decision. If you are able to provide any updated information to support why you disagree with this decision, please provide the information to **[Housing providers, DASH and other decision makers]** within 5 business days of receipt of this letter. If we are unable to address your concerns, we will forward your Request for Regional Review to the Panel for review. If you have any questions, please call me at [**phone number**].

Please contact [**name**] at [**phone number**] by [**date**] to make arrangements to repay this amount.

If you have any other questions, please call me at [**phone number**].

Sincerely,

[**Housing Provider Contact**]