# Notice to Pursue Employment Insurance (EI)

To RGI Tenant/Co-op Member:

You have recently stopped working and may be eligible for Employment Insurance benefits (EI). In order to continue to be eligible for rent-geared-to-income (RGI), you must apply for EI benefits.

Please contact Service Canada to apply for your EI benefits. You can apply online at the [Employment Insurance section of the Service Canada website](http://www.canada.ca/ei) at www.canada.ca/ei, or you can apply in person at a Service Canada Centre.

When you get your Record of Employment, you will need to give a copy to Service Canada and to us. Please provide this as soon as you receive it if you have not already done so.

You will need to report back to our office no later than [**date**] and give us information from Service Canada stating:

* the amount and start date of your EI benefits

or

* the reason that you are ineligible for EI benefits.

If your EI claim is still being processed, you must still report back to our office to tell us what is happening. If you do not report back to us by [**date**], you may be made ineligible for RGI which means you may be charged the market rent/housing charge for your unit**.**

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

Sincerely,

[**Housing Provider Contact**]