# Request for Information

To RGI Tenant/Co-op Member:

Your eligibility for rent-geared-to-income (RGI) is being reviewed. We need the following information to complete this review:

* Proof of income
* Proof of assets
* Proof of status in Canada
* Proof that property is for sale
* Your most recent Notice of Assessment from the Canada Revenue Agency
* Other:

[**Enter details of the information that is being requested.**]

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.

If you are unable to provide this information by the above date, please let us know right away to make other arrangements.

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

Sincerely,

[**Housing Provider Contact**]