

SH-F04: NOTICE OF REQUEST TO PURSUE OTHER INCOME

Copy and Paste Form Letter to
Housing Provider Letterhead

NOTICE OF REQUEST TO PURSUE OTHER INCOME

Date

Name
Address
City, Province
Postal Code

Dear:

Your qualifications for continued rent-geared-to-income accommodation/rent-geared-to-income (RGI) have been assessed. Based on the information and documentation provided, it has been determined that you may be eligible to receive another source of income.

Pursuant to Ontario Regulations 298/01, s 12(5), 12(6) and 12(7) (and as indicated in Section 8 of your application form), a member of a household must apply for and make reasonable effort to do whatever is required for the purpose of obtaining a decision and receiving income under a number of defined sources.

It is our determination that you have failed to make reasonable effort to apply for the following source(s) of income:

INSERT – TYPE OF INCOME SOURCE TO BE PURSUED

Enclosed please find an outline indicating resources available for applying for this source of income.

Your RGI Eligibility Review has been placed on hold until such time that our office is in receipt of the appropriate paperwork indicating reasonable effort to obtain income from the source identified. Failure to provide verification of reasonable effort within twenty-one (21) days may result in Notice of Termination of your RGI subsidy.

Sincerely,

Chatham-Kent Social Housing

Revised April 19, 2006
SH-F04