

SH-F05a: NOTICE OF DECISION – RGI APPLICATION – APPROVED
(include NOTICE OF RIGHT TO APPEAL)

Notice of Decision – RGI Application – Approved

Date

Name
Address
City, Province
Postal Code

Dear:

Please consider this letter as confirmation that your qualifications for rent geared-to-income housing have been assessed. As a result of the information received on your application and during your assessment interview, you have been placed on the housing provider waiting list(s) as follows:

Date & Time of application	Type of Accommodation	Bedroom Size	Status	Geographic Areas
Specifics: (i.e. ground floor, special priority category, not approved, etc.)				

Housing Providers			
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You have been placed on waiting lists for the housing choices that you have indicated. The waiting time varies depending on the area and housing providers that you have selected. A household, other than a household that has been determined to be eligible for special needs housing, ceases to be eligible for rent-geared-to-income assistance if it has refused three offers of a rent-geared-to-income unit. If you wish to change the housing considerations as listed above, please contact our office prior to any offers being made.

Your rent will be calculated at the time that you take occupancy of a housing accommodation. Your rent can be increased or decreased considering any applicable utility charges and/or allowances. The calculated rent will be affected by any change in family composition or income.

Please review this information. If any of the above specifications do not meet with your expectations, please contact our office immediately for clarification. You have the right to appeal the decision by requesting an internal review of the decision. This appeal must be in writing and be received by our office within 10 business days of receiving this notice.

It is **imperative** that you keep us informed of any change of address, phone number or other circumstances affecting your application **within 10 days** of the that change. Failure to report may affect your placement on the waiting list.

Sincerely,

Chatham-Kent Social Housing

Revised April 19, 2006
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