**Sample Template - Notice of Requirement to Obtain Income**

To RGI Tenant/Co-op Member:

We have reason to believe that you may be eligible to receive income from:

**□ Old Age Security, Guaranteed Income Supplement, and Ontario Guaranteed Annual Income Supplement (OAS / GIS / GAINS)**

**□ Employment Insurance (EI) benefits**

**□ Child support payments**

**□ Ontario Works**

**□ your immigration sponsor**

In order to continue to be eligible for rent-geared-to-income (RGI), you must apply for this income. To apply, please contact [insert contact information].

[explain what you expect from them regarding support income here]

[explain that what their RGI Rent will be if they are eligible for RGI and what you expect from them regarding Ontario Works application here]

[explain consequences for sponsor (may be required to repay Ontario Works or may not be able to sponsor others) if the tenant is required to pursue OW and what you expect from them regarding sponsorship income here]

You must report back to [staff contact] within [insert number] days with proof that you have applied and documents to show whether or not you are eligible for this income.

If you do not report back to us by [insert 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 [staff contact] at [insert contact number].

Sincerely,

[Housing Provider Contact]