Click here to enter date.

Click here to enter text.

Click here to enter text.

Click here to enter text. ON Click here to enter text.

Dear Click here to enter text.:

**Re: Notice of rent subsidy change and amount owing**

We have completed a review of your rent subsidy. Based on the review, your housing charge will Choose an item. to $**Click here to enter amount.** per month on **Click to enter a date.**.

Your housing charge is calculated as follows:

|  |  |
| --- | --- |
| Market housing charge for your unit | $0,000.00 |
| Your subsidy amount | ($000.00) |
| Your portion of the housing charge | $000.00 |
| Other charges: [list each charge separately] | $000.00 |
| Your total monthly housing charge | $000.00 |

The reasons for this decision include:

[Outline the details of the decision]

Your housing charge for the period of Click to enter a date. to Click to enter a date. was less than it should have been. This has resulted in an amount owing of $Click here to enter amount..

The reason for this is: Choose an item.

Please contact us to make arrangements to repay this amount by Click to enter a date.**.** If you do not contact us to make arrangements to repay this amount, your housing charge will increase to **$[new RGI amount + 10%]** per month on Click to enter a date..

**Decision Review**

If you disagree with this decision, you can request a review. Reviews are done by the Regional Municipality of York. You can get a Request for Review form from me or you can get one online at [www.york.ca](http://www.york.ca)/housing. You must submit your completed request form to our office by Click to enter a date. [15 days]. You must still pay your housing charge while applying for a review**.** If you do not request a review, this decision will be final.

Please contact me if you have questions about your rent subsidy calculation.

Sincerely,

Click here to enter text.

Click here to enter text.