Click here to enter a 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: Reminder Notice – Request for information by Click to enter a date**

On Click to enter a date we sent you the annual rent subsidy review package. We are required to complete a review of your eligibility and rent subsidy every year.

We require the following documents to complete your review: [delete unnecessary fields]

[ ]   Rent Subsidy Form

[ ]  Choose an item Notice of Assessment (NOA) or Proof of Income Statement from the

Canada Revenue Agency

[ ]  Proof of current income [Proof of current income should only be requested in certain circumstances, such as a tenant/member not filing taxes due to extenuating circumstances or a need to approximate net income]

|  |  |
| --- | --- |
| Details:  |  |

[ ]  Copies of Choose an item

[ ]  Most recent Statement of Assistance from Choose an item

[ ]  Proof of school enrollment for all full-time students 18 and older

[ ]  Verification documents for any new assets anyone in your household has acquired since your last rent subsidy review

You must submit this information to us by Click to enter a date. If you do not provide the information by this date, you could lose your rent subsidy and will pay the full market rate of $ Click here to enter amount for your unit.

Please contact me if you have questions about this letter or are not able to provide this information by the due date.

Sincerely,

Click here to enter text.

Click here to enter text.