Insert current date

Insert name of tenant/member

Insert address of tenant/member

RE: Notice of requirement to sell or transfer property

Dear Insert name of tenant/member,

You will be moving into a rent-geared-to-income (RGI) unit on date mm/dd/year

You are a current rent-geared-to-income (RGI) tenant. Our records show that you own property at insert full property address.

You cannot own residential property that is suitable for year round occupancy and live in an RGI unit (Ontario Regulation 367/11 s. 32).

In order to remain eligible for RGI assistance, you must sell or transfer this property for fair market value by date mm/dd/year. You will need to give us proof when the property has been sold or transferred including the amount of money that you receive for it. If you still own this property on date mm/dd/year you could become ineligible for RGI assistance and will have to pay the full market rent for your unit.

Please contact our office immediately if this property is not residential or is not suitable to live in at all times of the year.

If you have any questions please contact insert name and contact of housing provider.

Sincerely,

Insert name of housing provider