



## **RGI Rent Adjustment Request**

If you are a rent-geared-to-income (RGI) tenant who has suffered employment income loss because of COVID-19, Toronto Community Housing Corporation (TCHC) will work with you to help make sure that your housing remains secure.

TCHC will recalculate your rent based on your employment income loss. If you do not yet have documentation of a layoff or employment income loss, we will work with you to provide an estimated rent until you can provide the necessary information to complete a mid-year review.

### **To be eligible for a rent adjustment:**

- You must demonstrate a loss in household income due to COVID-19.
- You must complete the attached form and submit via one of the listed methods.
- You must submit documentation supporting your loss of income when it is available to you.

### **What will happen after I submit my forms?**

- TCHC will review your application to verify that your household qualifies.
- If you are eligible but do not have all the required documents, staff will provide you with an estimated rent.
- Once all the required documents have been submitted, staff will complete a rent change.
- There is an annual review form enclosed in this package. If you have all the required documents, please complete the form and include it with your submission.

### **If your household is currently in arrears:**

- The arrears will be included in your adjusted rent amount.

## RGI Rent Adjustment Request Form

Name:

Phone:

Address:

Unit:

Email:

**Please answer the following questions. You must answer for every member of your household who has lost income.**

When did your household income decrease and/or when was your last day of work due to COVID-19?

Please list the documents you have received (*if any*) regarding your loss of job or income:

Have you, or are you attempting to, pursue income from the following sources: (check all that apply)

Employment Insurance (EI):       Ontario Works (OW):       Other

If you are pursuing income through EI or OW, or other means, please list which documents (*if any*) you have received to confirm your new source of income:

*If you have all the required documents, please complete this form and the attached annual review forms for each member of the household.*

I affirm that the information supporting my request to adjust my rent is true and accurate. I acknowledge that the submission of false information in support of my request to participate in this program may expose me to liability and/or criminal prosecution. I agree that, in the event that I am determined not to be eligible for this program, I will be required to immediately pay to TCHC the difference from the original rent rate and the adjusted rent at that time.

Leaseholder signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please attach all available documentation and return by mail to your Operating Unit Office or email to [help@torontohousing.ca](mailto:help@torontohousing.ca).