# Notice of Retroactive RGI Change With Amount Owing

To RGI Tenant/Co-op Member:

The amount of your rent-geared-to-income (RGI) has been reviewed for the period [**date**] to [**date**]. You were charged less RGI for this period than you should have paid. So, we have increased your RGI effective [**date**] to $[**new RGI amount**]. This means that you must pay us an additional $[**amount to be collected back**] for this period.

This change was made because:

[**Outline the reasons for the change and amount owing. You may need to show how the amount owing was calculated.**]

You must also pay the new RGI of amount of $[**new RGI amount**] when you pay your rent/housing charge next. On [**first day of following month]**, please pay the new rent/housing charge of:

New RGI Amount $

Sector Support $

Cable $

Parking $

Other Charges $

RGI Repayment $

Total Charge $

If you disagree with this decision, you may request a Regional Review of it within 10 business days. To request a Regional Review, you must write to our office stating the reasons that you disagree with the decision. If we are unable to address your concerns, we will forward your request to the Regional Review Panel for review.

Please contact [**name**] at [**phone number**] by [**date**] to make arrangements to repay this amount.

If you have any other questions, please call me at [**phone number**].

Sincerely,

[**Housing Provider Contact**]