***ABC Housing Co-operative***

\_\_\_ *(date)*\_\_\_\_

*Last Name, First Name*

*Unit # – Street Address,*

*City, Province*

*Postal Code*

Dear Member,

**Re: Re-assessment of Housing Charges Effective *(date)* Due to Switch to New Rental Assistance Program**

As you have been recently advised housing charges for your unit had to be re-assessed effective \_\_\_*(date)*\_\_\_ since your co-op joined new federal Temporary Rental Assistance Program.

Temporary Rental Assistance Program is the new government program that continues CMHC subsidies intended for low-income co-op households for the co-ops finished their operating agreement with CMHC prior to April 1, 2016. Section 95 co-ops whose operating agreements with CMHC expired prior to April 1, 2016, were previously excluded from the assistance under the Federal Community Housing Initiative (Phase 1 and Phase 2). Temporary Rental Assistance Program provides subsidy for these co-ops for the period of one year - from \_\_*(date)*\_\_\_ through \_\_\_\_*(date)*\_\_\_.

You can find more information about Temporary Rental Assistance Program on the Agency for Co-operative Housing website

<https://www.agency.coop/resources/temp-rent-assistance>

Housing charges for your unit have been set at **$ *(monthly amount and date)* .**

Since you pay your housing charges via a pre-authorised withdrawal it will be adjusted to add the difference between new assessed housing charges and April first auto-withdrawal. The  ***(date of withdrawal)*** will be set at **$** *(amount)* **,** and from *(date, amount)* **.**

Please take a note that under new rental assistance program guidelines you are obligated to advise the Co-op, without delay, of any changes to the household composition and/or changes to monthly income, whether this be increases or decreases.

If you have any questions regarding this letter or your housing charges recalculation, please contact me via \_\_\_*(email address)*\_\_\_\_.

Yours truly,

 *(organization)*  .

Per

\_\_\_\_\_\_\_\_\_\_*(full name, position)*\_\_\_\_\_\_\_\_\_\_\_

Encl: Housing Charges Calculation

CC: Member File