

February 17, 2021

Jane Doe
123 Happy Street
Happyville, ON SOS OSO

Re: Key Day Notice Package

Dear Household:

This letter confirms your move to #25 – 68 Louth Street, St.Catharines for March 1, 2021.

Enclosed is your Key Day Notice package. It must be signed, dated and returned to the Property Manager, Sue Beck, at your scheduled appointment.

Your scheduled appointment is set for **Friday, February 26, 2021 at 11:30am** at our office. In order to obtain your keys, you will need to provide us with the following:

- Confirmation of payment in the amount of \$2,136.00 made by either e-Transfer or Tenant Pay or Money Order made payable to Happy Place Co-op.
- Confirmation of hydro and gas services set up in your name.
- Copy of Content Insurance Policy (minimum 2 million liability) for your new unit.

Your housing charge/rent is based on Ontario Works family of three. If you request a review of this decision, it must be submitted in writing within ten (10) days of the date of this letter.

If your household size or income changes in any way, it must be reported to the office, in writing, within thirty (30) days.

Sincerely,

Stella Rodgers,
Supervisor of Administration
Tel: 905-788-0166 ext:202
srodgers@nphcr.ca / fax: 905-788-9105

S/Portal/Mktg/ADMIN KD move-in letter