

REQUEST FOR RENT REDUCTION FORM

I hereby request a rent reduction, applicable under the provisions of sections ten (10) and eleven (11) of the By-law respecting the allocation of dwellings in low rental housing.

**IDENTIFICATION OF THE TENANT**

FULL NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

Check the reason justifying your request for rent reduction:

Decrease in the income of a household member  
Name of the person: \_\_\_\_\_

Change in household composition involving the departure of a tenant  
Name of the person: \_\_\_\_\_

Reduction or removal of a service: \_\_\_\_\_

How many people live in your unit? \_\_\_\_\_

How many dependent children do you have? \_\_\_\_\_

**Proof of income**

In order to process your application, **with each request for rent reduction**, you must provide us with proof of income for each member of your household for the previous four weeks.

*Examples of proof of income: monthly social assistance statement, notice of decision for social assistance, weekly or bi-monthly pay stub, social assistance claim booklet (for dependent children), bank statement with deposits for the RRQ or pension, unemployment insurance statement, termination of employment, etc.*

**Please note that failing to provide the required documents will prevent us from processing your application within the agreed time frame. In the event that you cannot pay for rent, you must contact Larisa Egorova, collection agent, at 819-566-7868, ext. 235, for a payment arrangement.**

After the landlord has analyzed my request, the rent reduction, if applicable, will be applied from the month following the date of the filing of the application. It must be equal to or greater than ten (10) dollars to be justified and, in all cases, the rent rate used to calculate the reduction will be 25%.

The landlord has thirty (30) days to respond to my request.

I hereby attach **ALL THE EVIDENCE REQUIRED** for the analysis of my file.

\_\_\_\_\_  
Date of request

\_\_\_\_\_  
Signature of the tenant

**Return to  
Molly Hernandez  
Molly.hernandez@omhsherbrooke.qc.ca**