Insert Date

Insert Name of Tenant/Member

Insert Address of Tenant/Member

Dear (Insert Name of Tenant/Member),

This letter serves as a reminder that:

* This is the 9th month since you received notification that your household is overhoused.
* As an overhoused household under the Region of Peel’s local Overhoused Households Policy you are required to move to an appropriate sized unit.
* To remain eligible for rent geared to income (RGI) you are required to be on your housing provider’s internal transfer list or the centralized wait list (or both at the same time) for 12 months following the date you were notified your household is overhoused.
* If after 12 months from the date you were notified your household is overhoused you are still overhoused you must be added to the centralized wait list (CWL).
* If by the 1st day of the 13th month you are still overhoused and not on the CWL you will be deemed ineligible for RGI assistance.

To ensure you meet the deadline for being on the CWL you should submit an application to Housing Client Services no later than the 1st day of the 12th month.

You can apply to the CWL by applying online at: <https://www.peelregion.ca/SocialHousingApplication/HousingForm.aspx>.

Housing Client Services cannot add your household to the CWL until all the information required is received and reviewed for eligibility.

When you have been added to the CWL you will be mailed a Confirmation of Application letter that provides your household with important information. The letter is also verification you have been added to the CWL and therefore you will need to present your letter to (insert name of housing provider) to visually verify. You will need to provide a photocopy to (insert name of housing provider) to include it in your RGI file.

Once you have verified with (insert name of housing provider) you are on the CWL you can choose to remain on the internal transfer list or you can make a request in writing to (insert name of housing provider) to be removed from it.

If you have any questions please contact (insert name and contact of housing provider).

Sincerely,

(insert name of housing provider)