**Overhoused Household Update Form**

This form is for housing providers and Housing Client Services to use to inform each other of a change in an overhoused household’s status on a wait list and/or their eligibility for rent geared to income (RGI) assistance.

The sharing of the information on this form between a housing provider and Housing Client Services is necessary for the management of an overhoused household’s ongoing eligibility for RGI.

**Instructions**:

Complete all of Section 1, the applicable circumstances in Section 2, and input dates as “mm/dd/yyyy”.

**Section 1**

**Social Housing Provider**: Click here to enter text.

**Name of Staff Completing the Form**: Click here to enter text.

**Name of Leaseholder**: Click here to enter text. **DOB**: mm/dd/yyyy

**Other Leaseholders**: Click here to enter text. **PATH ID Number**: Enter number here.

**Address/Unit**: Click here to enter text. **Contact Number**: Enter number here.

**Section 2**

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| **Household refused an offer of housing** [ ] * Date offer refused: insert (mm/dd/yyyy)
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| **Household accepted an offer of housing** [ ] * Date offer accepted: insert (mm/dd/yyyy)
* Location and size of new unit: Click here to enter text.
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| **Household moved out of the housing provider’s project** [ ] * Date household moved out: insert (mm/dd/yyyy)
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| **Household deemed ineligible for RGI assistance** [ ] * Date household ineligible for RGI: insert (mm/dd/yyyy)
* Reason household ineligible for RGI: Click here to enter text.
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| **Household no longer overhoused** [ ] * Date household no longer overhoused: insert (mm/dd/yyyy)
* Reason: Click here to enter text.
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| **Household cancelled Centralized Wait List application** [ ] * Date application cancelled and/or household removed from CWL: insert (mm/dd/yyyy) . Click here to enter text.
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| **Household re-activated on CWL by** Housing Client Services[ ] * Household has complied with Housing Client Services requirements; added back on CWL as of: insert (mm/dd/yyyy)
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