Date

Tenant/Member Name

Address

City, ON

Postal Code

Dear Tenant/ Member Name,

**RE: Notice of Overhoused Status**

This notice in to inform you that your household is living in a unit larger than what is permitted under the Region of Peel’s local rules regarding Occupancy Standards. This means that your household is overhoused and in order to remain eligible for Rent Geared-to-Income (RGI) assistance you and your household are required to:

* Move to an appropriate sized unit for your household composition
* Be added to (HOUSING PROVIDER NAME)’s internal transfer list with a priority status until an offer of housing in an appropriate sized unit is offered
* Apply to be added to the Centralized Waiting List (CWL) no later than the first (1st) day of the twelfth (12th) month following the date of this notice
* Submit verification to (HOUSING PROVIDER NAME), by no later than the last day of the twelfth (12th) month following the date of this notice, that you have been added to the CWL (the verification you will need to provide is called a Confirmation of Application letter which will be mailed to you from the Region of Peel once you have been added to the CWL)
* Remain on the CWL until you are no longer overhoused by accepting and moving to an appropriately sized unit (you are entitled to one (1) offer)

Helpful Hints about being added to the CWL:

* During the first twelve (12) months (after receiving this notice) apply to be added to the CWL is optional if you are on (HOUSING PROVIDER NAME)’s internal transfer list
* Once you are on the CWL you have the option of being removed from the internal transfer list
* In the ninth (9th) month (after receiving this notice) you will receive a written reminder from (HOUSING PROVIDER NAME) informing you of your requirement to apply to to the CWL and provide verification.

Please note the following:

* While on the CWL, you must select a minimum of 5 buildings, of which you may be offered a unit,
* You are entitled to receive one (1) offer of housing for an appropriately sized unit while on the CWL before being deemed ineligible for RGI
* You cannot be made ineligible for RGI within the first twelve (12) months following the date you receive this notice.
* If you refuse one (1) offer of housing in a building you selected or do not apply for the CWL and provide your **Confirmation of Application** letter to (HOUSING PROVIDER NAME) you will be deemed ineligible for RGI on the first (1st) day of the thirteenth (13th) month following this notice.

Please note that you have the right to appeal this decision to the Service Manager within 30 days of receiving this notice. The Service Manager Appeal forms are available from (HOUSING PROVIDER NAME) management office or online at

<https://www.peelregion.ca/housing/provider/hip/policies/pdf/2017/service-manager-appeal.pdf>

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

Should you have any questions regarding this notice, please contact (HOUSING PROVIDER NAME) management office at PHONE NUMBER.

Thank you for your attention and co-operation,

NAME OF CONTACT

(HOUSING PROVIDER NAME)