Date

Tenant/Member Name

Address

City, ON

Postal Code

Dear Tenant/ Member Name,

**RE: Notice of Overhoused Status – Provider Does Not Have Appropriate Sized Units**

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
* Apply to the Centralized Wait List (CWL) within thirty (30) days as (HOUSING PROVIDER NAME) does not have an appropriately sized unit
* Once approved to be added to the CWL, you will receive a **Confirmation of Application Letter**
* Submit a copy of your **Confirmation of Application letter** to (HOUSING PROVIDER NAME) within thirty (30) days of date 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)

Please note the following:

* You must select a minimum of 5 buildings of which you may be offered a unit while on the CWL
* 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.
* You will be deemed **ineligible for RGI** on the first (1st) day of the thirteenth (13th) month

following this notice if you:

* + refuse an offer of housing in a building you selected, or
  + do not apply to the CWL or
  + do not provide verification of your Confirmation of Application letter to (HOUSING PROVIDER NAME)

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)