

Housing in Peel Policies (HIP)

SUBJECT: OCCUPANCY STANDARDS & OVERHOUSED HOUSEHOLDS

APPLICABLE TO: CO-OPERATIVES, NON-PROFITS, FEDERAL COMMUNITY HOUSING PROVIDERS, CWL

A. PURPOSE

To determine the size and type of unit permissible for a unit receiving rent-geared-to-income (RGI) assistance.

B. OCCUPANCY STANDARDS

- Smallest unit a household may be offered is one bedroom for every two members of the household.
 - Largest unit a household is eligible to occupy is one bedroom for every member of the household, with couples sharing a room.
 - Additional bedroom may be approved if one of the following circumstances apply:
 - pregnancy
 - child of household away at school or for child with a joint custody arrangement
 - spouse/partner has disability or medical condition
 - household member has equipment required by a household member for a disability or medical condition needs to be stored
 - live-in caregiver
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C. OVERHOUSED HOUSEHOLDS

A household is overhoused if they occupy a unit that has more bedrooms than they are eligible for under the Region of Peel's occupancy standards.

Overhoused households are required to move to an appropriate sized unit within their current housing building/community to remain eligible for RGI. Households remain eligible for RGI for a period of 12 months from the date they are notified of their overhoused status. After one year,

a household who is overhoused must accept the next offer to move to a smaller unit. Failure to do so will result in the loss of RGI. In this case, the housing provider is required to issue a loss of subsidy and increase to market notice.

In some cases, the housing provider may not have appropriate size units for the overhoused household. The household will be required to move to the smallest unit that is available and will no longer be considered overhoused. This circumstance will happen in townhouse complexes that do not have smaller units (no one bedroom townhouses for example).

D. HOUSING PROVIDER PROCEDURES

Housing providers are to complete the following steps when they deem a household overhoused:

- Issue a Notice of Decision letter to the household immediately, using the attached template.
- Add the household to internal transfer list as an overhoused priority. Overhoused households are to be ranked at the top of the list, after special priority households.
- Housing providers are required to utilize their internal transfer list first when they have an RGI vacancy.
- The household can be offered a smaller unit at anytime during the first year on the internal transfer list. Households who refuse offers during the first year will remain eligible for RGI. After one year, a household who is overhoused must accept the next offer to move to a smaller unit. Failure to do so will result in the loss of RGI. In this case, the housing provider is required to issue a loss of subsidy and increase to market notice.

E. UNDERHOUSED HOUSEHOLDS

A household is underhoused if they occupy a unit that has less than one bedroom for every two household members.

Underhoused households are not treated as a priority and are not required to move to a different sized unit. Underhoused households who wish to apply for a larger unit are required to consult with their housing provider to request to be added to the internal transfer list.

ORIGINAL DATE:	January 16, 2025
LAST REVIEW DATE:	October 1, 2013

(Housing Provider Letterhead)

Date

Name

Address

Re: Transfer to a smaller unit

Dear (Insert name of tenant/member),

This notice informs you that your household is living in a unit larger than what is permitted under the Region of Peel's local Occupancy Standards. This means that your household is overhoused, and 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.
- If the appropriate sized unit is not currently available in your building, you have been added to the internal transfer list with a priority status.

Criteria:

- You are entitled to receive one offer of housing in total for an appropriate sized unit while on the internal transfer list.
- You cannot be made ineligible for RGI within the first 12 months following the date you are notified of being overhoused, but, you will be deemed ineligible for RGI the 1st day of the 13th month if you refuse one offer of housing within the first 12 months.

If you disagree with this decision, you have the right to submit a Service Manager Appeal to the Region of Peel within 30 days: <https://peelregion.ca/sites/default/files/2024-04/service-manager-appeal-request.pdf>

If you have any questions. Please contact your on-site office.

Sincerely,

(insert name of housing provider)