**(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)**