

Region of Peel Template – Overhoused Priority – Transfer to a smaller unit

[Housing Provider Letterhead]

Date: [Insert Date]

Tenant/Member Name: [Insert Name]

Address: [Insert Address]

Re: Overhoused Priority - 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. To remain eligible for rent geared to income (RGI) assistance:

- You are required to move to an appropriately sized unit for your household composition.
- If the appropriately sized unit is not currently available in your building, your household will be placed on the internal transfer waitlist with priority status.

Criteria:

- You cannot be made ineligible for RGI within the first 12 months following the date you are notified of being overhoused.
- Any refusals of offers made during the first 12 months will not result in loss of RGI assistance.
- After the 12-month grace period has expired, you must accept the next suitable offer of an appropriately sized unit. Refusal of an offer made after the 12-month grace period will result in loss of RGI assistance.

Your Rights:

You have the right to request a review of this rent calculation within 30 days of the date of this notice. To request a review, you can:

- ✓ Complete the appeal form online at: <https://peelregion.ca/services/housing-subsidy-decision-appeals> OR visit your housing provider's office to request an appeal form in person.
- ✓ Submit completed appeal forms to Region of Peel Housing Services:
Phone: 905-791-7800
Email: housing@peelregion.ca
Mail: Region of Peel, Housing Services, 10 Peel Centre Drive, Brampton, ON L6T 4B9

Sincerely,

[Community Housing Provider Name]

[Title]

[Contact Information]