
SUBJECT: OCCUPANCY STANDARDS & OVERHOUSED HOUSEHOLDS**APPLICABLE TO:**

- ☒ **MUNICIPAL & PRIVATE NON-PROFITS**
 - ☒ **CO-OPERATIVES**
 - ☒ **FEDERAL COMMUNITY HOUSING PROVIDERS**
 - ☒ **CENTRALIZED WAITING LIST (CWL)**
-

PURPOSE

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

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

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 appropriately sized unit within their current housing building 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 the 12-month grace period has expired, an overhoused household must accept the next suitable offer of an appropriately sized unit. Refusal of an offer made after the 12-month period will result in the loss of RGI assistance. In such cases, the housing provider is required to issue a notice of loss of subsidy and a 90-day market rent notice for the unit.

In some cases, the housing provider may not have appropriately sized units available for the overhoused household. In these situations, the household will be required to move to the smallest unit that is available and will no longer be considered overhoused. This typically occurs in townhouse complexes that do not have smaller unit-sizes (for example, where no one-bedroom townhouses exist).

HOUSING PROVIDER PROCEDURES

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

1. Issue a Notice of Decision letter to the household immediately, using the attached template letter titled [“Overhoused Priority -Transfer to a smaller unit”](#).
2. Add the household to the internal transfer waitlist as an overhoused priority, and record the effective date of overhoused status, which is the date the Notice of Decision letter is issued to the household. This date establishes the start of the household’s 12-month grace period.
3. Overhoused households are to be ranked at the top of their internal transfer waitlist, after special priority households.
4. Housing providers are required to utilize their internal transfer waitlist when there is a vacancy.
5. The household can be offered a smaller unit at anytime within the first 12-months on the internal transfer waitlist. Households who refuse offers within the first 12-months will remain eligible for RGI.
6. After the 12-month grace period has expired, an overhoused household 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 the loss of RGI assistance. In such cases, the housing provider is required to issue a loss of subsidy and market rent notice.

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:	June 18, 2026

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]