**Current Overhoused – Update Building Selection**

Date:

To RGI Tenant/Co-op Member:

**Re: Current Overhoused – Update Building Selection**

You have been overhoused since **[date]** and were added to Access to Housing’s centralized wait list for a smaller unit on [**date**].

The largest unit that you are eligible for is a **[#]**-bedroom unit.

You have currently selected [#] number of buildings with appropriately sized units.

As per the City of Hamilton’s *Overhoused Policy,* you must select at least **[#]** buildings, other than where you currently live, that have appropriately sized units from the Building Selection Form. **Please note**: the minimum number of buildings increases the longer you are Overhoused.

**Building Selection Required for Overhoused**

First year, from Overhoused Policy implementation, of being overhoused – ten (10) buildings that have appropriately sized units.

After one year of continuing to be overhoused – 20 buildings that have appropriately sized units.

After two years of continuing to be overhoused – all buildings that have appropriately sized units.

**Note: Senior households may select “Senior Only” buildings but may also select non-senior buildings if they wish.**

The attached Building Selection Form must be completed within **ten (10)** days of receipt and returned to your Housing Provider/Property Manager. Incomplete selections put overhoused households at risk of losing their RGI subsidy.

If you have any questions or changes to your situation, please call **[phone number]** or email **[email address]** me.

Sincerely,

**[Housing Provider Contact]**