# Notice of Overhoused – Letter 1

Date:

To RGI Tenant/Co-op Member:

**Re: Notice to Overhoused Tenant or Co-op Member Advising of Overhoused Status**

We are writing to notify you that you have been determined to be **overhoused as of XXX date**. This means that you live in a unit that is larger than what is allowed under the City of Hamilton’s Local Occupancy Standards. Overhoused tenants/members are required to move to a smaller unit so that another household on the wait list who needs a larger unit can be offered one.

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

If you disagree with this decision, you may request an Internal Review within **10 (ten)** business days. To request an Internal Review, you must write to our office stating the reasons that you disagree with the decision. Once the internal review has concluded you will receive a letter to confirm the decision. If you still disagree with the decision, you may request a review with the City of Hamilton’s Social Housing Review Panel.

To continue to remain eligible for RGI subsidy:

a) (**Remove (a) if the Provider does not have a smaller unit in the portfolio**). Your name will be placed on our internal wait list for a smaller unit When a unit becomes available, you will be given an offer to transfer; and

b) If you are still Overhoused after 12 months from having received this letter**,** you must submit an Overhoused application to Access to Housing (ATH). If you would like an Overhoused application before you have been Overhoused for 12 months, please speak to your Housing Provider. Once your completed application is received, your Household will be placed on the City’s ATH centralized waitlist with the date of your original application. If your original date is not available, you will be placed on the wait list with your move in date of ( housing provider to enter date original move-in date dd/mm/yyyy) . When you fill out your Overhoused application you must choose locations from a minimum of **10 housing properties** other than where you currently live.

c) You must respond to all requests for information, keep your contact information up to date and respond to any annual update requests from the housing provider and Access to Housing.

Eligibility for the current unit will be reviewed in 12 months or before that time if your circumstances change.

Please let us know if you have any changes to your household in the meantime. If you have any questions, please call me or email at **[phone number]** or **[email address]**.

Sincerely,

**[Housing Provider Contact]**