# Notice of Overhoused – Letter 2

Date:

To RGI Tenant/Co-op Member:

**Re: Notice to Overhoused Tenant or Co-op Member -Immediate Action Required**

You have been Overhoused since **[date].** To remain eligible for rent-geared-to-income (RGI) where you live now, your name must be added to the Access to Housing (ATH) centralized wait list to move to a smaller unit. Overhoused Households 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.

To remain eligible, you must:

* Continue to meet RGI eligibility criteria and compliance with your lease/occupancy agreement.
* Complete, sign, and return the ATH application to (housing provider please specify how you want this returned, e.g. to the office.. **XXX**) You should receive written confirmation from ATH that your application has been received.
* Select *at least* **ten** (**10)** other buildings that have appropriately sized units on the ATH wait list. If you select fewer than 10 buildings, you risk losing your subsidy. **Please note**: the minimum number of buildings increases the longer you are Overhoused.

**Note:** Seniors are only required to select senior buildings but may also select non-senior buildings if they wish.

The attached ATH application must be completed within **ten (10)** days of receipt and returned to your Housing Provider/Property Manager. Incomplete applications 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]**