

Insert Name and Address Here

Dear Salutation,

Re: Notice – Overhoused Determination

It has been determined that your household is now overhoused. This means that you are living in a unit that is larger than the unit for which you qualify under local occupancy standards.

According to the information provided It has been determined that with respect to your family size and/or household composition, your household is eligible for a **[No. of Bedrooms]**-bedroom unit.

While there are currently no vacancies of this size within *[your building location]*, the United Counties of Leeds and Grenville (the Counties) public housing portfolio, such units do exist. The following options are available:

- a) You may choose to be placed on the internal transfer list for **[your building location]**, or
- b) You may choose to be included on the centralized waiting list which also includes units owned by non-profit/co-operative housing providers within Leeds and Grenville.

After 12 months of being included on the internal transfer list, your household must be included on the centralized waiting list and will be ranked based on the date of your original application for rent-geared-to-income assistance. At that time, you will be added to all properties that include the eligible unit size within your community.

You will be offered an appropriate unit as soon as one becomes available. One year after being determined overhoused, you may be deemed ineligible for rent-geared-to-income assistance and will have to pay Market rent for your unit if you refuse an offer or are no longer eligible for that unit size.

If you disagree with this decision, please contact **[your contact information]** to discuss your concerns.

If you have contacted your non-profit/co-operative housing provider and you still disagree with this decision, you may ask for an independent review of the decision. People who were not involved in making the original decision will review the decision to ensure compliance with the *Housing Services Act* and regulations.

Any member of the household may request the review. The request must be made in writing within **30 days** of this notice, and clearly marked "Request for Review", or you may complete a Request for Review form, which is available at any Community and Social Services office or any non-profit/co-operative housing provider.