A household receiving a rent-geared-to-income (RGI) subsidy is over-housed if they are living in a unit that has more bedrooms than they are allowed, according to the City of Toronto's Local Occupancy Standards.

**This is notice that the household named below is currently over-housed and must move to a smaller sized unit.**

You can ask for a review of this decision by sending a written request by [*insert date –30 days after the Date of Decision]* addressed to *[insert name of housing provider, RGI Administrator]* at the address shown on this notice. A review will be scheduled within 30 business days of receiving this request.

|  |  |
| --- | --- |
| **Date of Decision:****(yyyy-mm-dd)** | [insert date this notice was issued] |
| **Household Name:**  | [insert names of all household members who signed the lease/occupancy agreement] |
| **Household Address:** | [insert household's address] |
| **From:**  | [insert housing provider/RGI Administrator name and address] |
| **Size of current unit:** | [insert number of bedrooms in currently occupied unit] bedrooms |
| **Size of unit for which household is eligible:** | [insert number of bedrooms for which household is eligible] bedrooms |
| **Reasons for Decision:** | [identify the change in household composition, including when the change occurred, that resulted in the household having too few household members for the number of bedrooms in their current unit] |
| **Application to the Centralized Waiting List:** An application will be sent on your behalf to the Centralized Waiting List (CWL) using the information in your file, including the following email address [insert primary email address for household].All information about offers and other important notices will be sent to this email address from MyAccesstoHousingTO. If you wish to receive these messages at a different email address, you must provide that to the RGI administrator listed below immediately. If you do not receive an email with your login information within two weeks of this notice, contact the RGI administrator or the Application Support Centre at 416-338-8888 immediately. |
| **Internal Transfer List:** If you wish to receive offers for units in the building where you currently live, you must also be added to the internal transfer list for [insert current housing provider name and current address]. To do this, inform the RGI administrator immediately.  |
| **Name of RGI Administrator representative:** | [insert name of staff person that the household can speak to about this notice] |
| **Phone number of RGI Administrator representative:** | [insert phone number of the staff person named above] |
| **Email address of RGI Administrator representative:** | [insert email address of the staff person named above] |
| **Signature of RGI Administrator representative:** |  |
| **Application Support Centre:** | 416-338-8888 (please listen to all menu options carefully). |

**Instructions for Over-housed Households**

A household receiving a rent-geared-to-income (RGI) subsidy is over-housed if they are living in a unit that has more bedrooms than they are allowed, according to the City of Toronto's Local Occupancy Standards.

Over-housed households must move to a unit with the correct number of bedrooms. **After being over-housed for one year (12 months), a household will lose eligibility for RGI if they refuse an offer of correct-sized housing**.

Over-housed households are immediately put on the Centralized Waiting List (CWL). If you are over-housed, you will receive an email from MyAccesstoHousingTO with information on how to log in to your account, select five wards where you would like to live and see correct-sized units that will be available in the near future.

**If you are over-housed, you must:**

1. Have a valid email address.
2. Verify that the email address listed on the Notice of Decision-Over-housed that you received from your housing provider is correct.
3. Tell your current housing provider if you want to be on the internal waiting list for the building/development in which you currently live. If you are on this list you **could** be offered the correct-sized unit within your current building/development.
4. Log in to your MyAcesstoHousingTO account as soon as you receive the email with your login information. Select at least five (5) Wards in the City of Toronto where you would like to live. **If you do not select at least five Wards, they will be selected for you.**
5. Use your MyAccesstoHousingTO account to choose and express interest in units you are interested in. Units are posted every two weeks – this is called the Expression of Interest cycle.