

SAMPLE

Letter to overhoused households with no unit size

APPENDIX F

Date

Name

Address

City, Province, PC

Dear _____;

Please be advised that based on your current household composition, you are now considered to be overhoused.

Since *HOUSING PROVIDER* does not have units with *#* bedrooms to relocate you to, your name has been forwarded to Housing Access for placement on the centralized waiting list.

They will be contacting you to obtain your housing selections. Please be sure to select communities that are of the most interest to you.

Also note that once you are placed on the centralized waiting list, you will only receive one offer of housing to relocate. Should you decline the offer, you will no longer qualify for rent-geared-to-income assistance in your current unit and your rent/housing charge will be raised to market.

If you have any further questions, please contact me at 905-123-4567.