

APPENDIX H

SAMPLE

Letter to overhoused households at one year expiry

Date

Name

Address

City, Province, PC

Dear _____;

Now that you have been on *HOUSING PROVIDER* internal waiting list as an overhoused household for one year, 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.