



OVER-HOUSED HOUSEHOLDS - POLICY & PROCEDURES

per *Housing Services Act 2011*, Reg. 367/11 sec. 38

June 2012



Local eligibility rules for over-housed households

A household ceases to be eligible for rent-gear-to income (RGI) assistance if the household occupies a unit that is larger than the largest size permissible under the local Occupancy Standards. (See "RGI Occupancy Standards".)

Cessation of eligibility for RGI assistance is effective twelve (12) months after the household receives written notification from the Service Manager that the household occupies a unit that is larger than the permissible size under the local Occupancy Standards.

The written notice to the household will state that after twelve months, eligibility for RGI assistance will cease ***unless the household complies with the following transfer process:***

- (a) If the Housing Provider has a unit of the appropriate size in its housing portfolio, the Housing Provider will add the household's name to the internal waiting list.
- (b) As well, the Housing Provider will advise the household that the household's name will, at the same time, be added to the waiting lists of all other housing providers on the Centralized Waiting List with appropriately-size units.
- (c) Written notice to the household will be copied to the Housing Applications Centre. The Applications Centre will add the household's name to the Centralized Waiting List for all appropriate housing providers.
- (d) Applications will be ranked on the Centralized Waiting List by the date of the household's original move-in date to the current unit.
- (e) Alternately, the household may contact the Housing Applications Centre to indicate a preference for certain housing projects. The household must select at least three housing projects other than their current housing project. The household's own selections will take priority. The Housing Applications Centre will remove all other previously-made selections.
- (f) The household may subsequently change its preferences as long as at least three projects are selected. The same ranking date will apply.
- (g) After three refusals of offers of housing for projects for which the household's name has been added to the waiting list, the household ceases to be eligible for RGI assistance (or after 12 months, whichever occurs last).

The Housing Applications Centre will track refusals in accordance with the local "Applicant Selection Procedures Manual".



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The following sample notification letter may be modified as required by Housing Providers to provide written notice to overhoused households.

Sample Letter

Housing Provider Letterhead

Date

Name of Tenant/Member

Address

RE: Overhoused – unit size is larger than allowed

Dear _____:

You are living in a unit that is larger than permitted under the local Occupancy Standards for rent-gear-to-income households.

Based on your household size of _____ individuals, you qualify for a _____-bedroom unit.

Please be notified that your rent-gear-to-income subsidy will cease twelve months after the date of this letter unless the following transfer process is followed:

1. Your name will be added to the Internal Waiting List at _____ (*current Housing Provider, if appropriate unit size is available*).
2. As well, your name will be added to the waiting lists of all appropriate housing providers with _____ - bedroom units on the Centralized Waiting List.
3. Your ranking on the Centralized Waiting List will be _____ (*date*), which is the date you moved into the unit where you now live.
4. You have the right to contact the Housing Applications Centre yourself at 519-631-4580 to select the housing communities where you wish to live. You may select _____ (*current Housing Provider*), but you must select at least three other housing projects. Your selections will take priority and all other selections made by the Housing Applications Centre will be removed.
5. You may change your selections at a later date as long as at least three projects are selected.
6. You are entitled to three rights of refusal of offers of housing. After three refusals or 12 months, whichever is longer, your rent-gear-to-income subsidy will cease.

We recommend you contact the Housing Applications Centre right away to select at least three housing projects of your choice.

Sincerely

Housing Provider

cc: Housing Applications Centre