# Overhoused - DASH Transfer Required

To RGI Tenant/Co-op Member:

You have been overhoused since **[date]**. To remain eligible for rent-geared-to-income (RGI) where you live now, you must be added to the Durham Access to Social Housing (DASH) wait list to move to a smaller unit. Overhoused tenants and co-op members need to move to a smaller unit so that someone else on the wait list who needs a larger unit can be offered one.

If you disagree with this decision, you may request a Regional Review of it within 10 business days. To request a Regional Review, you must write to our office stating the reasons that you disagree with the decision. If we are unable to address your concerns, we will forward your request to the Regional Review Panel for review.

Please complete the attached Transfer Application form and return it to our office by [**date**]. We will send it to DASH to have you added to the wait list to transfer to a **[#]**-bedroom unit at any of the social housing projects in [**municipality**]. DASH will send you a letter after we send them your application to give you more information about how to transfer to a smaller unit.

If we do not receive the completed Transfer Application form by [**date**]. you will no longer be eligible for RGI and will be required to pay the full [**market rent/housing charge**] for your unit.

If you have any questions, please call me at [**phone number**].

Sincerely,

**[Housing Provider Contact]**