# Overhoused - DASH Transfer Notice (Internal transfer refusal)

To RGI Tenant/Co-op Member:

You have been overhoused since [**date**] and must move to a smaller unit in order to continue to be eligible for RGI. Overhoused tenants and co-op members are required 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.

**Process to move to a smaller unit**

You recently turned down an offer to transfer to a smaller unit at your current property, so you will need to be placed on the Durham Access to Social Housing (DASH) wait list to transfer to a **[#]**-bedroom unit at other social housing buildings in [**municipality**]. Your name will remain on our transfer list as well.

To be placed on the DASH wait list, you must complete the attached Application for Transfer form and return it to our office by [**date**]. We will send it to DASH to have you added to the wait list.

While you are on the DASH wait list, you must register for the DASH Vacancies Site and regularly log in and express interest in vacancies. DASH will send you a letter to tell you how to do this.

If we do not receive the completed Application for Transfer form by [**date**], you will no longer be eligible for RGI assistance and will be required to pay the full market rent where you live now.

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

Sincerely,

**[Housing Provider Contact]**