# 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 do not agree with this decision, you can ask for a review of the decision within 10 business days of receiving this letter. You must submit a Request for Regional Review form to **[Housing providers, DASH and other decision makers]** stating the reason you disagree with the decision. If you are able to provide any updated information to support why you disagree with this decision, please provide the information to **[Housing providers, DASH and other decision makers]** within 5 business days of receipt of this letter. If we are unable to address your concerns, we will forward your Request for Regional Review to the Panel for review. If you have any questions, please call me at [**phone number**].

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]**