# Overhoused – Internal Transfer Notice

To RGI Tenant/Co-op Member:

You have been overhoused since **[date]**. We have reviewed your file and determined that you 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 have been added to the internal transfer list to transfer to a **[#]**-bedroom unit at **[current housing project]**.

When a **[#]**-bedroom unit becomes available, you will be asked to move. If you do not find this unit suitable, you may turn it down. If you do so, your name will also be placed on the Durham Access to Social Housing (DASH) wait list for a transfer to a smaller unit at other social housing buildings in the area.

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

Sincerely,

**[Housing Provider Contact]**