



Overhoused Application for Transfer

Housing Services Division
 690 Dorval Drive
 7th Floor
 Oakville ON, L6K 3X9
 Telephone: 905-825-6000 TTY: (905) 827-9833

Halton Region’s Housing Services Program Directive No. 4 Overhoused, sets out the process for households who cease to meet the occupancy standards set by Halton Region (Program Directive No. 3 Occupancy Standards). Households who have been deemed to be overhoused under Program Directive No. 4 are required to move to a suitable- sized accommodation.

Sections A is to be completed by the **Community Housing Provider**.

Section B is to be signed by the **Household**.

The Community Housing Provider will forward a copy of the signed form to:

Halton Access to Community Housing (HATCH)
 Email: accesshalton@halton.ca or
 Fax: (905) 825-8274

The Community Housing Provider will retain a copy of the application for their records.

Section A - Current Household Information

Please list all current household members

First name	Last name	Relation to primary tenant / member*	Sex (M/F/X)	Status in Canada**	Date of birth (mm/dd/yy)
Primary Tenant/Member					

*For example: spouse, grandfather, daughter, etc.

**** Please attach a copy of each household member’s proof of Status in Canada document.**

Current Address Information					
Address	Unit Number	City	Postal Code	Current Unit Size	Eligible Unit Size

Housing Provider Verification

Households will be added to the HATCH wait list, based on their original HATCH application date for Rent-Geared-to-Income assistance (RGI). If the application date is unknown, the date that the lease/occupancy agreement was signed will be used as the application date.

I confirm that an eligibility review was conducted and that the household is currently eligible for the unit size listed above.	
Date Household received initial overhoused letter (attach copy):	Original Application Date or Lease/Occupancy Agreement signing date:
Community Housing Provider:	Print Name:
Date:	Signature:

Section B: Household Statement of Acknowledgement and Consent

I acknowledge the following:

- I am overhoused in my current unit.
- I must maintain an active HATCH application for a bedroom unit size as listed in Section A, in order to maintain my RGI subsidy.
- I will receive one (1) offer of suitable housing.
- If I refuse an offer of housing, I understand that I will lose my RGI subsidy and that I will be required to pay market rent in my current unit.
- I must choose a minimum of five (5) suitable housing locations for my household.
- If I do not select a minimum of five (5) suitable housing locations, five (5) locations will be selected for me within my current municipality.

Please sign and witness where appropriate below (include signatures of household members 16 years and older.

Household Member 1

 Print Name Signature Witness Signature Date

Household Member 2

 Print Name Signature Witness Signature Date