



Division/Branch
 Address
 Town/City MB Postal Code
manitoba.ca/housing

Name
 Title
 E-mail address
Tel: (204) 945-xxxx
Toll Free: 1-800- if avail
Fax: (204) 945-xxxx

<<Date>>

<<Leaseholder name>>
 <<Co-leaseholder name>>
 <<Address>>
 <<City/town, MB postal code>>

Client ID: <<Client ID>>
 Client ID: <<Client ID>>

Application Pending - Arrears

Dear << Leaseholder and Co-Leaseholder >>:

Your application for the Social Housing Rental Program has been reviewed. Our records indicate that an outstanding balance of \$ [[Enter amount owing:]] remains on your past rental account for [[Enter address of previous tenancy:]].

Before we can proceed with your application you must first enter into a payment plan. Please contact the Collections Office by [[Enter expected response date: (10 business days from letter date MMMM DD, YYYY)]] to make payment arrangements.

Commented [RR(1): Changed from 5 to 10

Manitoba Housing Collections
 110-352 Donald Street
 Winnipeg, Manitoba R3B 2H8
 Phone: (204) 945-4465
 Toll Free: 1-866-800-6515

If we do not hear from you by the above date, your application will be cancelled and we will take steps to recover the balance owing from your income tax refund and GST payments from Canada Revenue Agency.

If you have any questions or concerns, please contact me.

Regards,

<<Sender Name>>
 <<Sender Title>>
 Tel:<<Sender Tel>>

Cc: Manitoba Housing Collections



Available in alternate formats upon request.