



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>>

Outstanding Balance Notice

Dear << Leaseholder and Co-leaseholder >>:

Our records indicate that we have not received payment on your tenant account.

Past Address: <<address of outstanding balance>>

Past Tenancy Reference: <<past tcy_ref #>>

Outstanding Amount:

Rent	<%CURRENT_BALANCE%>
Repair	<%CURRENT_BALANCE%>
Misc.	<%CURRENT_BALANCE%>

We require the account to be paid in full immediately.

If there are circumstances affecting your ability to make full payment immediately, please contact Manitoba Housing Collections within 15 business days from the date of this notice to discuss an acceptable payment plan.

If you do not pay the outstanding balance in full or enter into a payment plan by **[[Enter date 15 days from date of notice]]**, further action will be taken by Manitoba Housing Collections Office to collect the money owed.

To make payment or discuss a payment plan please visit or contact our office at:

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

Regards,

Manitoba Housing – Collection Services