



**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>>

## Subsidy Renewal & Tenant Meeting Notice

Dear << Leaseholder and Co-Leaseholder >>:

It is time to renew your rent subsidy for the upcoming renewal period of **[[Twelve month renewal period: Month day, year to Month day, year]]**.

As a tenant with Manitoba Housing, you are participating in a Program which offers several benefits, one of which is a subsidy. The subsidy is the difference between what you would be charged for a similar unit in the private market and the rental rate you pay after your approved level of subsidy. In order to receive a subsidy for the upcoming 12-month renewal period, you are required to meet to review and sign the new paperwork. Please contact our office to arrange a time to meet.

Review the enclosed *Subsidy Update Form* and return the signed form along with all supporting documents before end of business day **[[Allow 10 business days to return Subsidy Update Form: Month day, year]]**.

Your rent will be set at the Market Rate of **[[Market Rate for the unit. Note new PILs are effective for renewals as of May 1 [\$\$\$]]**, plus applicable fees for the upcoming term where you are unwilling to meet or the signed Subsidy Update Form and all required supporting documents are not received by **[[Same 10 business days to return Subsidy Update Form: Month day, year]]**.

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

Regards,

<<Sender Name>>

<<Sender Title>>

Tel: <<Sender Tel>>

