



Housing Delivery
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manitoba.ca/housing

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Housing Delivery
Manitoba Housing
First.Last@gov.mb.ca
Tel: 204-945-XXXX
Toll Free: 1-866-689-5566
Fax: 204- 948-3035

Month X, 20XX

Contact Name
Organization Name
Mailing Address
City/Town MB RXX XXX

Dear Contact Name,

I am writing with respect to Proponent Name's Proposal Development Funding (PDF) loan for its proposed affordable housing project.

As you may recall Manitoba Housing approved a PDF loan for up to \$XX,XXX to assist with the proposal development related to a XX-unit affordable seniors' housing cooperative in Winnipeg. To date Proponent Name has received four PDF loan disbursements totaling \$XX,XXX.XX.

We note that the Promissory Note between the Manitoba Housing and Renewal Corporation and Proponent Name regarding the security and repayment of the PDF loan was fully executed on Month X, 20XX. Under the PDF loan program if the borrower does not receive a capital project commitment within three years of the original PDF loan commitment, the project may be considered abandoned and the expended portion of the PDF loan may be forgiven.

Please be advised that Manitoba Housing is currently reviewing the PDF loan forgiveness.

We request that you provide an update on the status of the proposed project by no later than Day, Month XX, 20XX by contacting our office at 204-945-XXXX or via email at andrew.colli@gov.mb.ca. Please confirm if Proponent Name is continuing to advance this project (or one in similar concept and scope) or whether project development plans have been terminated. Please also advise if additional PDF progress payment requests are anticipated.

Should a response not be received by Month XX, 20XX, Manitoba Housing will consider the project abandoned and the PDF loan will be closed.

Please do not hesitate to contact me should you wish to discuss any of the above.

Sincerely,

Name

