



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>>

Application No.: <<AppNo>>

<<Co-leaseholder name>>

<<Address>>

<<City/town, MB postal code>>

Default on Payment Plan by Applicant

Dear << Leaseholder and Co-leaseholder >>:

Our records indicate that you have not honoured your payment plan. A payment in the amount of **[[Enter amount on payment plan agreement]]** for the month of **[[Enter month payment was due]]** was not received. Therefore, your application for housing has been cancelled.

Prior to receiving an offer for housing you must honour your payment plan for a minimum of **[[Enter 6 (6 months for first default) or 9 (9 months for more than one default):]]** consecutive months.

Past Address: <<address>>

Past Lease ID: <<leaseid>>

Outstanding Balance: <<account balance>>

Please contact the Collections Office to make payment arrangement:

Manitoba Housing Collections Office
110-352 Donald Street
Winnipeg, Manitoba R3B 2H8
866-800-6515 or 204-945-4465

If you do not contact our office within 10 business days to make payment arrangements, further action will be taken by Manitoba Housing Collections Office.

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

Regards,

Manitoba Housing – Collection Services

Encl.: Account Statement
Payment Plan Agreement