



**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

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]].

Review the enclosed *Subsidy Update Form* and provide updated information.

Return the signed form along with all supporting documents to any Manitoba Housing office before end of business day [[Allow 10 business days to return Subsidy Update Form: Month day, year]]. Once we receive your information, we will notify you of your rent and subsidy calculation for the upcoming renewal period.

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 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>>

Encl.: Subsidy Update Form