



**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>>

Tenancy Reference Number: <<Tcy\_Ref#>>  
 Client ID: <<Client ID>>  
 Client ID: <<Client ID>>

## Tenant Charge Back - Vacated

Dear << Leaseholder and Co-Leaseholder >>:

Past Address: <<Address>>

Past Tenancy Reference Number: <<Past Tenancy Ref #>>

Outstanding Amount:

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

Please find enclosed an invoice in the amount of \$[[Enter total invoice amount]] for repairs at <<Full Address >>. The outstanding balance must be paid in full by [[Enter date to pay amount (MM/DD/YYYY)]]. If your account is not taken care of, further action will be taken by Manitoba Housing Collections Office.

If there are circumstances affecting your ability to pay the outstanding balance, please contact me immediately to discuss an acceptable payment plan. If payment has been made, please disregard this notice.

Regards,

<<Sender Name>>  
 <<Sender Title>>  
 Tel:<<Sender Tel>>

Encl.: Invoice # [[Enter Invoice #]]