



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: <<Tcy_RefNo.>>

Client ID: <<Client ID>>

Client ID: <<Client ID>>

Long-Term Absence

Dear << Leaseholder and Co-Leaseholder >>:

It has been noted that you have been away from your unit for some time. We would like to remind you that Manitoba Housing has a Long-Term Absence Policy that sets limits on the amount of time a tenant can be away from the unit and continue to qualify for subsidy.

Please contact me if you plan to be away for an extended period. This lets me know you have not abandoned your unit and that you still require a subsidy.

If we do not hear from you by **[[Provide ten business days to respond: MM DD YYYY]]**, your subsidy will be cancelled and rent will be set at the MHRC Market Rate of **<<Market rent for the unit: \$\$\$>>**, plus applicable fees.

Please note that all tenant responsibilities and obligations including rent payments and general maintenance of the unit as agreed to in the Tenancy Agreement must be met during any period of absence.

Regards,

<<Sender Name>>

<<Sender Title>>

Tel: <<Sender Tel>>

Encl.: Long-Term Absence Policy