



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>>

Guest Policy

Dear << Leaseholder and Co-leaseholder >>:

Manitoba Housing is aware that you have a guest staying in your unit. We would like to remind you that a tenant may have a guest stay for up to one month provided they are not barred from Manitoba Housing property. Please be aware that you are responsible for the behaviour of your guest while on Manitoba Housing property.

Where it is expected that your guest will be staying longer than one month you will be required to submit a guest extension request form. An extension may be considered under exceptional circumstances.

Any guest staying for a period longer than one month without prior written approval by Manitoba Housing is considered an unapproved occupant. Tenants who have an unapproved occupant staying in their unit will be putting their subsidy at risk.

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

Regards,

<<Sender Name>>

<<Sender Title>>

Tel:<<Sender Tel>>