



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 Not Approved

Dear << Leaseholder and Co-Leaseholder >>:

Your request to be away from your unit longer than four months in a 12-month period was not approved because:

- the reason for your request does not meet the guidelines for an extension, or
- there is missing documentation to show your request meets the guidelines.

Please note that without prior approval, Manitoba Housing will cancel your subsidy if you are away from your unit for more than four months in a 12-month period.

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.

Please be aware that you have a right to have this decision reviewed. A request to review must be submitted within 60 days of the date of this notice. For more information about this process, please contact the:

Manitoba Housing Review Committee
600-352 Donald Street
Winnipeg, Manitoba R3B 2H8
Phone: (204) 945-5477 Email: ManitobaHousingAppeals@gov.mb.ca

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

Regards,

<<Sender Name>>

<<Sender Title>>

Tel: <<Sender Tel>>