

DEPARTMENT OF FAMILIES

MANITOBA HOUSING

Rent Supplement Changes to Current Process Landlord Toolkit

In an effort to streamline and improve the application process for the Rent Supplement program we offer the enclosed “toolkit”. This toolkit will help to clarify areas of responsibility for what is required in order to properly and efficiently process the Rent Supplement application.

Included in this toolkit is:

- a step-by-step guide to the application process
- a Rent Supplement Supporting Documentation Checklist with instruction
- samples of the required supporting documentation
- a completed sample of the Rent Supplement application

- Landlords / Property Managers are responsible for the following:
 - providing information regarding rental housing availability, and program eligibility requirements to potential tenants
 - assisting the potential tenant with the Rent Supplement program application process annually by:
 - providing to the potential tenant the rental eligibility information for the Rent Supplement program
 - providing the application package to the potential tenant
 - reviewing the required documents with the potential tenant
 - collecting the completed application and all required supporting documentation from the potential tenant
 - reviewing the application and supporting documentation for completeness
 - forward completed application package to the Rent Supplement program at Manitoba Housing
 - providing the Rent Supplement Program with an invoice by the 15th of each month for payment processing

If you have any questions or require additional information please contact the Rent Supplement Program at **204-945-3131** or via e-mail at RentSupplInfo@gov.mb.ca .

Thank you. Your role in the Rent Supplement program is important and appreciated.