



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 Extension Not Approved

Dear << Leaseholder and Co-leaseholder >>:

Your request to extend the stay of your guest has not been approved because the reason for the extension does not meet policy guidelines.

Should you wish to add your guest as a household member, your guest must apply to and be eligible for the Social Housing Rental Program.

If your guest chooses not to apply to the program, we will consider your guest an unapproved occupant who must leave your unit within five business days. Tenants who have an unapproved occupant staying in their unit will be putting their subsidy at risk.

We will conduct a home visit to confirm the unapproved occupant has left your unit.

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>>