



**Property Services**

«districtaddress»  
«districtcity\_desc», «districtprov\_desc»  
«districtpostalcode»  
**manitoba.ca/housing**

<<sender name>>  
<<sender title>>  
[[sender E-mail address]]  
**Tel: <<sender phone>>**  
**<<Toll Free: number>>**  
**Fax: <<sender fax>>**

<<Date>>

<<Leaseholder name>>  
<<Co-leaseholder name>>  
<<Address>>  
<<City/town, MB postal code>>

Client ID: <<Client ID>>  
Client ID: <<Client ID>>

## Unapproved Occupant

Dear << Leaseholder and Co-leaseholder >>:

Further to our letter dated [[Previous letter was sent on: Enter MMMM D, YYYY]], we are aware that you continue to have an unapproved occupant staying in your unit.

Should you wish to have the unapproved occupant added as a household member, that person must apply to and be eligible for the Social Housing Rental Program.

An unapproved occupant who chooses not to apply to the program 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.

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

Regards,

<<Sender Name>>  
<<Sender Title>>  
Tel:<<Sender Tel>>