



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>>

Client ID: <<Client ID>>

<<Co-Leaseholder name>>

Client ID: <<Client ID>>

<<Address>>

<<City/town, MB postal code>>

Alternate Payment Method Letter

Dear << Leaseholder and Co-leaseholder >>:

Your rent payment on [[Date payment was made: Enter MMMM D, YYYY]] in the amount of \$[[In the amount of:]] did not clear your financial institution. The balance owing must be paid immediately. As a result of this returned payment, your account has been charged a returned payment fee of \$20.

Also, upon review of your account, there have been returned payments on three or more occasions in the past 12 months. As a result, we will not accept personal cheques or pre-authorized payments as a method of payment on your Manitoba Housing rental account for a period of six months. You may request to have these payment methods reinstated after six months. Approval is at the discretion of Manitoba Housing.

Payments can be made using cash, money order, debit, certified cheque, internet banking or telephone banking. Cash payments are only accepted at rural district offices or Payments Office at 110-352 Donald Street, Winnipeg. It is important that future payments are received in full on or before the first of the month as set out in your Tenancy Agreement.

If there are circumstances affecting your ability to meet your rental payment obligations, please contact me immediately to discuss a suitable payment plan.

If your account is not taken care of by the 15th day of the month, a Notice of Termination will be issued. If payment has been made, please disregard this notification.

Regards,

<<Sender Name>>

<<Sender Title>>

Tel:<<Sender Tel>>