



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>>

Returned Payment

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.

Payments can be made using cash, money order, debit, certified cheque, internet banking or telephone banking. Cash payments are only accepted at the 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>>

