



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>>

Duty to Repair

Dear << Leaseholder and Co-leaseholder >>:

On [[Date home was last inspected: Enter date MMMM D, YYYY]], an inspection of your unit was completed and it was noted that the following repairs are required:

[[Itemized list of required repairs:]]

We require you to notify us by [[Deadline for tenant to respond regarding intentions for completing repairs: Enter 10 business days]] of your intent to complete the repairs. These repairs must be completed to Manitoba Housing standards within 30 days of notification.

If you are unable to complete the required repairs, or do not respond by the above-noted date, Manitoba Housing will make the necessary arrangements to perform the work on your behalf and you will receive a charge to your tenant account.

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

Regards,

<<Sender Name>>

<<Sender Title>>

Tel:<<Sender Tel>>