



**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>>

## Renovations and Removal of Materials Containing Asbestos

Dear << Leaseholder and Co-leaseholder >>:

From **[[Enter date work will start: MMMM DD]]** to **[[Enter date work will end: MMMM DD]]**, Manitoba Housing will carry out the following renovations in your building:

**[[Describe the building materials to be removed and for what purpose: E.g. Removing stucco for new siding]].**

Our records show that some of the materials that will be removed from your building contain asbestos, which was commonly used in construction materials until the mid-1980s. Though exposure to materials that contain asbestos is not considered harmful if the materials are undisturbed, special precautions are required during renovation, restoration or demolition.

To ensure the safety of all tenants, the renovations to your building will be carried out by a qualified asbestos removal company. The work area will be sealed off from occupied parts of the building, and any materials containing asbestos will be removed in a safe, carefully-controlled manner, following strict Manitoba Workplace Safety and Health guidelines.

In addition, we ask all tenants to take the following precautions:

- Avoid the work area.
- Obey all signs posted at the site.
- Follow all instructions provided by renovation workers.

If workers need to enter your unit to complete renovation work, a Notice of Entry letter will be delivered to you, indicating the time and date when the workers will need to enter your unit. You will have to leave the unit for up to **[[Enter hours tenants have to leave the unit while work is taking place:]]** hours while the work is taking place.

Your co-operation will allow Manitoba Housing to complete these renovations safely and efficiently. If you have any questions or concerns, please contact me.

Regards,

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