



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>>

Tenancy Reference: <<Tcy_RefNo.>>

Client ID: <<Client ID>>

Client ID: <<Client ID>>

Notice to Move Out Acknowledgement

Dear << Leaseholder and Co-Leaseholder >>:

Thank you for advising Manitoba Housing that you will be vacating the unit at <<Address>>. We have accepted your notice to end your tenancy. You are responsible for all charges to end of day **[[Date tenant is responsible for all charges to: MM DD YYYY]]**. All charges on your tenant account must be paid in full.

The unit will be offered to the next applicant. As per The Residential Tenancy Act a landlord may enter the unit without notice for the purpose of showing the unit to a prospective tenant. However, we will make every attempt to notify you prior to showing the unit.

To avoid additional charges to your tenant account, please find enclosed the Vacating Guidelines that provide a list of tasks to be completed before moving out.

We will contact you to arrange a mutually agreed upon date and time to complete an inspection of the unit.

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

Regards,

<<Sender Name>>

<<Sender Title>>

Tel: <<Sender Tel>>

Encl.: Authorization to Dispose of Abandoned Goods Form
Vacating Guidelines