

Date

«Name»  
«Street»  
«City», «Province» «Postal\_Code»

**Re: Project Monitoring 2018/2019**

**Program:** «Program»  
**Property Address:** «Property\_Address»  
**Account No:** «Account\_Number»

Dear «Name»:

As per the monitoring section of the Operating Agreement, we require that you complete the following enclosed documents. This information is required as per the terms of the Operating Agreement.

We require that you submit:

1. Completed Annual Project Data Report (APDR) – Enclosed
  - a. Please complete in full for most recent Year End
2. Copy of your current Property Tax Statement – Paid to current
  - a. A copy of your current Property Tax Statement will show any arrears
3. Copy of your Property Insurance listing Manitoba Housing (MHRC) as mortgagee
  - a. We only require the page showing dates of coverage and the page listing Manitoba Housing as a mortgagee
4. Completed Information Update Form
  - a. Please complete all sections – printing clearly so that we can ensure your records are updated accurately. **We are establishing a database that will allow us to send future correspondence by email.**

**Please return the requested documentation by Date** to our office at:

Manitoba Housing  
Attention: **Portfolio Manger**  
600-352 Donald Street  
Winnipeg MB R3B 2H8

Fax: 204-948-1313 Attn: **Portfolio Manager**

Email: qualityandcompliance@gov.mb.ca

Should you have any questions or require assistance in completing the forms please contact me at **Phone Number** or **Email**.

Sincerely,

**Portfolio Manager**  
**Department**

