



**Portfolio Administration**  
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**Date**  
**Name**  
**Address**  
**City, MB**  
**Postal Code**

**PROJECT MONITORING REPORT**

**Project:** **Program**  
**Property Address:** **Address, City**  
**Account No:** **Account Number**

Good Afternoon:

We have concluded our review on the above mentioned property based on the information submitted in the Annual Project Data Report, current Property Tax Statement and Property Insurance Statement.

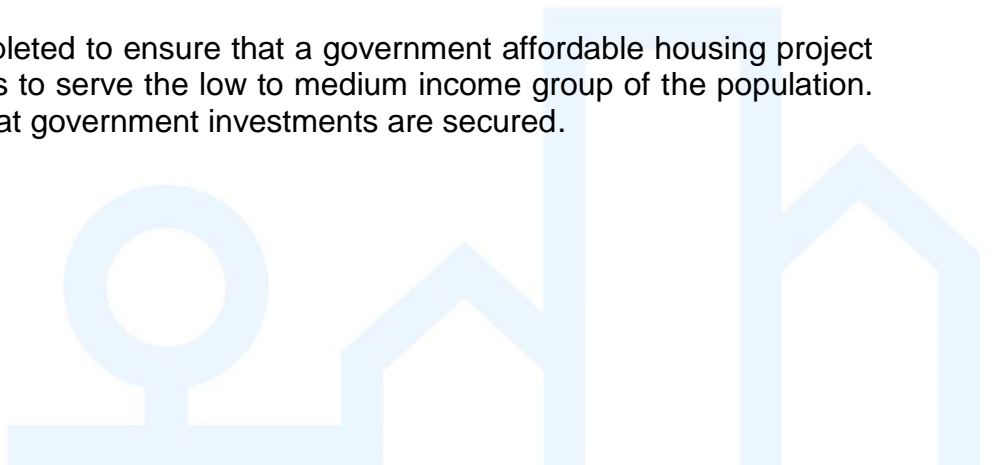
At this time we would like you to note the following which requires your attention:

Current rents exceed rent progression allowable from the initial amount accepted in your Agreement through annual Residential Tenancies Branch (RTB) guidelines for rent increases. Including the \_\_\_\_% increase for **Year**.

Suite Size	Agreed Rent	Current Rent	Variance
<b>Bedroom Size</b>	<b>\$_____</b>	<b>\$_____</b>	<b>+/- \$_____</b>

Your current rent does not exceed Affordable Housing rates so you will not be required to reduce your rent at this time. Please note however, that in accordance with your Agreement any rent increases in excess of Residential Tenancies Branch (RTB) guidelines must be preapproved by Manitoba Housing. Please allow 5 months prior to the date that you want to increase the rent to allow us to process the request and for you to provide 3 months written notice to your tenants.

Project monitoring is completed to ensure that a government affordable housing project reaches its target, which is to serve the low to medium income group of the population. We also want to ensure that government investments are secured.



Should you have any questions or require any assistance please contact me at **Phone Number** or email me at **Email Address**

Sincerely,

**Portfolio Manager Name**  
**Department**

