Payment Plan Agreement

manitobahousing

Applicant/Leaseholder: << Applicant/ Leaseholder >>

Co-Applicant/Co-Leaseholder: <<Co-Applicant/ Co-leaseholder >>

Tenancy Reference: <<Tenancy Reference number>>

Unit Address: <<Unit Address>>

PAYMENT PLAN TERMS:

Outstanding Balance: $[[Amount owing on account: ($)]]

First payment due by: [[First payment due on1st of each month: (date)]]

Monthly Payment: $[[Payment amount: ($)]]

RESPONSIBILITIES AND OBLIGATIONS:

- Applicants must enter into a payment plan for any outstanding balance on past accounts and must follow the payment plan terms to remain eligible for housing. If continuous payments are not made this will result in the application being cancelled.
- Tenants approved for a move from one housing unit to another will be required to enter into a payment plan for any arrears on the current tenant account prior to being moved.
- If the payment plan terms for outstanding balances on a past tenant account are not honoured the program subsidy will be removed.
- If the payment plan terms for arrears on the current tenant account are not honoured, at Manitoba Housing's sole discretion, the tenancy may be terminated.
- Payments under this payment plan are in addition to regular rent due and payable.
- The amount payable each month shall be a mutually agreed upon amount between the Applicant/Leaseholder and Manitoba Housing and shall not be less than the greater of 3% of the adjusted household income used to set the current rent or $30 per month.
- The monthly payment amount must be paid by the 1st day of each month.

- Additional payments, when possible, can be made at anytime. When making a payment, please specify what the payment is for (e.g. outstanding rent, damages, fees).

- Payments can be made using cash, money order, debit, certified cheque, internet banking or telephone banking. Cash payments are only accepted at the Payment Office 110-352 Donald Street, Winnipeg or rural district offices. Visit our website to see a listing of housing office locations. http://www.gov.mb.ca/housing/housingoffice.html

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I have read and understand the responsibilities and obligations of this agreement.

	[[Enter tenant/applicant name]]	
Date	Print name of tenant/applicant	Signature of tenant/applicant
	[[Enter tenant/applicant name]]	
Date	Print name of tenant/applicant	Signature of tenant/applicant
	[[Enter staff name]]	
Date	Print name of Staff	Signature of Staff

Below is a table to assist the individual in scheduling payments to suit their budget so that they can meet the monthly payment due on the 1st of each month:

Date	Payment Amount	Date	Payment Amount
	$		$
	$		$
	$		$
	$		$
	$		$
	$		$
	$		$
	$		$
	$		$
	$		$
	$		$
	$		$
	$		$
	$		$
	$		$
	$		$
	$		$
	$		$
	$		$