



**Housing Delivery**  
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MHRC REF. NO.: Insert Ref #

Date

Homeowner Name  
Homeowner Address  
Homeowner City MB Homeowner Postal Code

Dear Homeowner Name:

**Re: Secondary Suites Program**  
**Location of Secondary Suite:**

Your application for financial assistance under the Secondary Suites Program has been reviewed and a Manitoba Housing representative has visited your property. Manitoba Housing is pleased to advise that you are qualified to proceed to the next phase of the application process.

Do not commence any work until you receive written final approval from this office. Any work started or completed prior to the date of final approval will not be eligible for financial assistance.

The following documents are to be submitted to our office by **60 days**:

1. A complete scope of work including:
  - Finalized drawings of the proposed secondary suite, approved by the local authority having jurisdiction; and
  - If required, confirmation that residential zoning is suitable for proposed development or a copy of a conditional zoning variance from the authority having jurisdiction.
2. A minimum of three contractor quotes for complete scope of work.
3. A complete and signed copy of the attached Appendix 1 – Project Description and Estimated Costs form, confirming your choice of contractor for the project.
4. Confirmation the property taxes are paid to date; there are no arrears owing.

Failure to forward the required information to our office by **same 60 days** may result in the cancellation of your Secondary Suites Application;

Questions regarding this matter may be directed to me at 204-945-####.

Sincerely,

Adjudicator

Enclosure: Appendix 1 – Project Description and Estimated Costs form

