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Families

## Instructions for Completing Rent Supplement Application

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1. Confirm unit availability and program eligibility with applicant.
  - a. Total household income must be less than the [Program Income Limits](http://www.gov.mb.ca/housing/mh/progs/pil.html) (PIL).  
<http://www.gov.mb.ca/housing/mh/progs/pil.html>
  - b. Applicant must be a Canadian citizen, landed immigrant, or refugee; and
  - c. Applicant must be 18 years of age or older
2. Provide the **Rent Supplement Program Application Form** and the **Rent Supplement Application Support Documentation Checklist** to the applicant to complete.
3. Review the accuracy and completeness of the **Rent Supplement Program Application Form** with the applicant (see Appendix A: Example of a Completed Rent Supplement Application)
4. Review the **Rent Supplement Application Support Documentation Checklist** with the applicant (see Appendix B: Example of completed checklist).
  - a. New Applications – Numbers 1-5 must be checked and copies of the documents provided with the completed checklist. Numbers 6 and 7 checked and copies supplied if applicable to the applicant.
  - b. Reapplications – Numbers 4 and 5 must be checked and copies of the documents provided with the completed checklist. Numbers 6 and 7 checked and copies supplied if applicable to the applicant at time of renewal. **Do not submit items 1, 2, or 3 for reapplications.**
5. Ensure a copy of the proper supporting documents for each item checked off on the checklist is provided (see Appendix C: Examples of Supporting Documents)
6. Forward the Rent Supplement Program Application Form, the Rent Supplement Application Support Documentation Checklist, and copies of the supporting documents to the contact information provided above by mail, fax or e-mail.