



Division/Branch
Address
Town/City MB Postal Code
manitoba.ca/housing

Name
Title
E-mail address
Tel: (204) 945-xxxx
Toll Free: 1-800- if avail
Fax: (204) 945-xxxx

<<Date>>

<<Leaseholder name>>

<<Co-leaseholder name>>

<<Address>>

<<City/town, MB postal code>>

Tenancy Reference: <<Tcy_RefNo.>>

Client ID: <<Client ID>>

Client ID: <<Client ID>>

Flood Preparation

Dear << Leaseholder and Co-Leaseholder >>:

Manitoba Water Stewardship advises that there is potential for spring flooding in most parts of the province. To prepare for the spring thaw, we recommend that you:

- keep all personal possessions off the floor of your basement
- keep the basement drain clear of any obstacles and harmful liquids
- keep all basement windows closed tightly and window wells free of materials (garbage, leaves, snow, etc.)
- remove snow away from your house and do not pile snow against it when clearing walks and driveways
- check that your eaves troughs and downspouts are in good repair
- call our Housing Communication Center at 204-945-4663 in Winnipeg or in Rural Manitoba toll free at 1-800-661-4663 if your eaves troughs or downspouts need repair or you see any water in your basement

When spring thaw or summer rains occur, the above actions will help reduce the risk of flooding in your basement or damage if water does enter your basement.

We recommend all tenants to purchase tenant insurance that provides repayment for personal property loss, which may happen during unexpected events like a flood.

Thank you for your cooperation and assistance with taking care of our building and your home.

If you have any questions or concerns, please contact me.

Regards,

<<Sender Name>>

<<Sender Title>>

Tel:<<Sender Tel>>

Available in alternate formats upon request.