

SAMPLE TEMPLATE

Dear _____,

The Band Housing Department is obligated to have a functioning rental program, failure to do so can jeopardize the stability of band housing, may affect our eligibility for housing funding and other supports to the band. You are living in a house that is currently designated as a band-owned rental home, which means that rent is due on the last day of each month.

Non-payment of rent is a serious concern for the _____ First Nation as tenants may accumulate considerable arrears when payment policies are not enforced. Non-payment of rents seriously limits the funding allocated for maintenance of the houses. After a review and consultation with Chief and Council it has been decided that our rent collection policies will be strictly enforced as of day, month, yr.

Please be aware that failure to pay your rent by the 5th of each month at the latest, will result in a 30-day notice of eviction in accordance with Policies. Rental arrears, if any are recorded on your file, will be discussed at your next Tenancy Agreement renewal.

Sincerely,

Housing Coordinator