

**REQUEST FOR REPAIRS**

\_\_\_\_\_  
Date

ATTENTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_, am a tenant living at \_\_\_\_\_  
\_\_\_\_\_.

Please make the following repair(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I believe these condition(s) constitute a threat to my health and/or safety and I would like them repaired or remedied within a reasonable amount of time.

**Should you be unable to resolve the repair problem(s) within a reasonable amount of time, I request a written explanation of the reasons for the delay within \_\_\_\_\_ (\_\_\_\_) days after you receive this notice.**

Sincerely,

\_\_\_\_\_  
\_\_\_\_\_

Certified Letter #: \_\_\_\_\_

or

Hand Delivered on: \_\_\_\_\_

Witness: \_\_\_\_\_

*[Please print name underneath signature]*