

Date: \_\_\_\_\_

\_\_\_\_\_  
(Landlord's name)

\_\_\_\_\_  
(Address where I pay rent)

\_\_\_\_\_  
(Landlord's city, state, zip)

Delivered by:

Certified mail # \_\_\_\_\_

Regular mail

In person

**Re: Request for Repairs**

Greetings:

I am experiencing the following (checked) problems in my home and I request that they be repaired or remedied within seven days or the shorter time spans listed below in accordance with 92.0561(e):

**Sewage or flooding problem(s)** to be repaired or remedied immediately. Description: \_\_\_\_\_

**Issue involving potable (drinking) water** to be repaired or remedied within three days.

Description: \_\_\_\_\_

**Inadequate heat or cooled air** to be remedied within three days. Description: \_\_\_\_\_

**Another condition** that affects the health or safety of people in the household. To be repaired

within seven days. Description: \_\_\_\_\_

Please provide a written explanation to me if there will be any delay in fixing these problems. If you or your agent require access to my home in order to inspect and fix these problems, please provide me advance notice of your proposed entry. Thank you for your prompt attention.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed name)

\_\_\_\_\_  
(My address + unit number)

\_\_\_\_\_  
(City, state, zip)

\_\_\_\_\_  
(My phone number)