

# Repair Request

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

Dear *(landlord name)* \_\_\_\_\_:

I am your tenant at *(address)*: \_\_\_\_\_. My rental unit needs the following repairs:

What needs repair?	What is wrong with this item?
<i>Example: Refrigerator</i>	<i>The freezer doesn't work.</i>

- Optional:** Please do not come to my rental unit on the following days / times to make repairs for the following reasons. *(Example: I work late, and you are not allowed to enter my home until after 11:00 am everyday):*

Please complete the needed repairs by *(write-in a date that is at least 10 days after the date you mail the letter to your landlord)*: \_\_\_\_\_.

Thank you,

\_\_\_\_\_  
Tenant name

\_\_\_\_\_  
Tenant signature