

## Notice of Needed Repairs

To: \_\_\_\_\_ (name of landlord or manager)

From: \_\_\_\_\_ (tenant)

At: \_\_\_\_\_  
\_\_\_\_\_ (address)

I am writing to inform you of the following problem(s) in my rental unit:

---

---

---

---

---

---

---

---

---

---

I would very much appreciate it if you would promptly look into the problem(s). Please call me so that I'll know when to expect you or a repair person. You can reach me as follows:

Work (daytime): \_\_\_\_\_

Home (evenings): \_\_\_\_\_

Thank you very much for your attention to this problem.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date