When informing the landlord or superintendent of anything, do so in a way that enables you to prove you informed them. Send by email, text or certified mail. Do not inform them over the phone or in person!!

**SAMPLE INITIAL REQUEST FOR REPAIR (Send by email, text or certified mail)**

Use this format to: 1. Inform the management or Super of repair needs & 2. Schedule repair dates:

To The Management,
My apt. needs the following repairs:
   Ex. 1. The windows need to be replaced, not repaired
   Ex. 2. The radiator makes noises & spits steam
   Ex. 3. Roaches & mice need to be exterminated

I am able to give access for repairs to the apt. during the following times:
   Ex. 1 Saturday, March 9th from 10am - 4pm
   Ex. 2. Sunday, March 10th from 10am - 4pm
   Ex. 3. Saturday, March 16th from 10am - 4pm
   Ex. 4. Sunday, March 17th from 10am - 4pm

If you do not confirm any time within a given date we will not be home to give you access.

Sincerely,

Name
Full Address
Phone #
Email address

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**REJECTION OF MANAGEMENT’S SCHEDULE PROPOSAL (Send by email, text or certified mail)**

If management rejects your access dates and gives you dates you cannot meet:

To The Management,
Regarding your letter from Date ______ requesting access to our apt. on Date ____ for repairs.
We are not available during most weekdays until after 6pm. As a result, we welcome all repairs during weekend hours. Here are a few other days we can be available for repairs in the apt.:

   Ex. 1 Saturday, March 9th from 10am - 4pm
   Ex. 2. Sunday, March 10th from 10am - 4pm
   Ex. 3. Saturday, March 16th from 10am - 4pm
   Ex. 4. Sunday, March 17th from 10am - 4pm

If you do not confirm any time within a given date we will not be home to give you access.

Sincerely,

Name
Full Address
Phone #
Email address