

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

Note: This section needs no explanation or background story. Use 4-5 words to identify what the issue is.

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

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