

Repair Request Letter

CampusDown LEGAL

Worksheet for asking a landlord or property manager for repairs in writing

NOT A COURT FORM. NOT LEGAL ADVICE. General worksheet only. Rules vary by state and city; check official sources.

DATE OF THIS LETTER

LEASE / ACCOUNT # (IF ANY)

From (tenant)

NAME

RENTAL ADDRESS AND UNIT

PHONE / EMAIL

To (landlord / property manager)

NAME / COMPANY

MAILING OR EMAIL ADDRESS

PHONE

Letter

I am writing to request repairs at the rental address above. The problem(s) are described below.
Please arrange for the repair(s) to be completed or scheduled by the date requested. Thank you.

Problems that need repair

Problem (what is wrong)	Location	Date noticed	Earlier reports (date / how)

REPAIR REQUESTED BY (DATE)

DAYS / TIMES I CAN PROVIDE ACCESS

Attachments (photos, videos, messages)

TENANT SIGNATURE

PRINTED NAME

Delivery record (keep for your files)

☐ Email ☐ Online portal ☐ Mail with tracking ☐ Hand delivered ☐ Other

DATE SENT

TRACKING # / CONFIRMATION