

# REQUEST FOR REPAIRS FROM TENANT TO LANDLORD

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

[name of landlord]  
[landlord's address for service]

Re: *Tenancy at [address of rental premises]  
Residential Tenancy Agreement dated [date of agreement] (the "rental agreement")*

Dear Sir/Madam:

Further to [my / our] tenancy at the above noted premises, and pursuant to the terms of the above referenced Residential Tenancy Agreement, this letter notifies you of the following items in need of repairs or maintenance:

1. [List the items that need to be repaired, replaced, etc.]

[I / we request the following repairs and/or maintenance to be undertaken:

[You agreed / We require] the above matter(s) to be attended to by [insert date]. Please contact me upon receipt of this letter to discuss this matter, if necessary, or to arrange a date and time for the repairs and/or maintenance. You can contact me by any of the following means:

Address: [full address]  
Tel. No.: [telephone no(s) at which you can be reached]  
Mobile: [cell / pager number (s)]  
Email: [email address at which you can be reached]

I look forward to hearing from you.

Yours truly

\_\_\_\_\_  
[signature of tenant]

**[NOTE TO TENANT – KEEP A COPY OF THIS LETTER FOR YOUR FILE.]**