

Your name and address

Date

Landlord / agent name and address

Dear (landlord / agent's name)

REQUEST FOR REPAIRS

I am a tenant of the above property. I would like to report that the following problems are affecting this property:

I am concerned that if the problems are not dealt with quickly, there could be further damage to the property and there may also be an effect on my health and safety.

Please could you arrange for the problems to be inspected and the necessary repairs done within the next **14 days**.

I look forward to hearing from you.

Signed

Name

Contact number

[REMEMBER TO KEEP A COPY OF YOUR LETTER]

Examples of the type of works you may wish to ask your landlord to carry out:

Structural problems including:

- Replacing windows and doors
- Plumbing leaks
- Loose roofing materials
- Broken electrical sockets
- Significant damp patches
- Broken toilets
- Heating system not working

Examples of the type of works you may be responsible for carrying out:

Check your tenancy agreement but you could be responsible for:

- Loose toilet seats
- Fixing curtain rails or blinds
- Changing light bulbs
- Clearing gutters
- Broken glazing
- Renewing bath sealant
- Repairs to internal doors
- Damage to internal decorations