

# MAINTENANCE REQUEST

[TENANT S FULL LEGAL NAME] [FULL ADDRESS OF THE RENTAL UNIT]

[LANDLORD OR PROPERTY MANAGER S NAME] [LANDLORD OR PROPERTY MANAGER S MAILING]

**Re: Maintenance Request — [FULL ADDRESS OF THE RENTAL UNIT]**

Dear [LANDLORD OR PROPERTY MANAGER S NAME]:

I am writing to request repair of the following maintenance issue at the above-referenced rental premises, which I occupy as a tenant under our lease agreement.

## 1. The Maintenance Issue

**Category:** Plumbing

**Date first noticed:**

**Description:**

| *[DESCRIBE THE PROBLEM IN DETAIL]*

## 2. Request for Repair

I respectfully request that you, or a qualified contractor acting on your behalf, inspect and repair the issue described above within **14 (fourteen) days** of your receipt of this notice.

## 3. Access and Scheduling

**Entry permission:** With Notice. **My availability:** Weekdays 9:00 AM – 5:00 PM. **Preferred contact method for response:** Email.

Please contact me in advance to schedule entry and please provide reasonable written notice (typically at least 24 hours) before any non-emergency entry, as required by the laws of the State of [STATE].

## 4. Reservation of Rights

This letter is a good-faith request for routine maintenance and is not a declaration of breach. However, if the condition is not addressed within the time requested, I reserve all rights and remedies available under the lease and the laws of the State of [STATE], including the implied warranty of habitability where applicable.

Thank you for your prompt attention to this matter.

Sincerely,

**[TENANT S FULL LEGAL NAME]**

\_\_\_\_\_ PRINTED NAME

\_\_\_\_\_ SIGNATURE

\_\_\_\_\_ DATE

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**Method of delivery:** Certified Mail; Email.