Written Request for Repairs

(Name of Landlord) _____

(Address where I pay rent) _____

*(Date)*_____

(Total Number of Pages Included in this Document) _____

Delivery Method:

☐ Certified Mail # _____

☐ Regular Mail

☐ In Person

Witness Signature (opt.) _____

Greetings:

I am experiencing the following (checked) problems in my home and I request that they be repaired or remedied within seven days or the shorter time spans listed below in accordance with 92.0561(e):

❏ **Sewage or flooding problem(s)** to be repaired or remedied immediately.

Description: _____

❏ **Issue involving potable (drinking) water** to be repaired or remedied within three days.

Description: _____

❏ **Inadequate heat or cooled** air to be remedied within three days.

Description: _____

❏ **Another condition** that affects the health or safety of people in the household. To be repaired within seven days. Description: _____

In light of the COVID-19 (coronavirus) pandemic, I request that these problems be addressed within the following time frame (check one):

____ Immediately, because the problem(s) is/are an emergency or very urgent.
____ As soon as it is practicable to do so.
____ After another, more pressing repair problems have been addressed.
____ Not until after the City and/or State of Texas lifts their respective disaster declarations due to COVID-19, because I am particularly concerned about possible exposure to COVID-19 via individuals who may enter my unit to perform repairs. I am reporting these problem(s) because my lease requires me to do so.

Regardless of the time frame within which I ask that repairs are made, I request that anyone entering my unit take the following steps to protect both myself and staff from possible COVID-19 exposure:

1. Wear a mask that covers your nose and mouth at all times;
2. Stay at least six (6) feet away from me and all household members;
3. Do not permit any employee with possible symptoms of COVID-19 to enter my unit.

Thank you for your attention to this matter,

Signature _____

Printed Name _____

Phone _____