

! IMPORTANT — READ FIRST

This cover sheet is **for information purposes ONLY**.

Do **NOT** send this page to your landlord. Only send the attached letter once filled out.

INFORMATION PAGE FOR REPAIRS DEMAND

For Tenants in Mount Prospect

Who should use this sample repairs demand letter?

Tenants in Mount Prospect whose landlord has failed to maintain their rental unit in compliance with the lease and the Mount Prospect Residential Landlord and Tenant Regulations.

If you're not sure you are protected by the Mount Prospect Landlord and Tenant Regulations, visit rentervention.com.

What are my options?

You need to first send a written demand for repairs and give the landlord time to fix the problems.

Option 1: Withhold Part of Your Rent

- After 7 days, you may withhold part of your rent to reflect the reduced value of the unit.
- This amount cannot exceed **75% of the rent**.
- ⚠ You can only use this option if the Village of Mount Prospect has cited the condition as a code violation.
- Risk: Courts may disagree about what is “reasonable.”

Option 2: End Your Lease Early

- If your landlord does not fix the problem within **14 days**, you can legally end your lease.
- The landlord must return all recoverable security deposit and prepaid rent.
- Risk: Even if termination is lawful, landlords sometimes try to collect money file in small claims court. To learn more, visit <https://help.rentervention.com/article/525-what-happens-after-a-tenant-terminates-a-lease-based-off-the-mount-prospect-regulations>.

What do I do with this letter?

Fill in the blanks, check the boxes that apply, sign it, and give it to your landlord. Keep a copy.

Important to Know

- These remedies only apply if your rent is current and the problem was not caused by you, your family, or your guests.
- This letter creates a record to protect you in court, but if used incorrectly, it could also carry risks.
- Retaliation is illegal: Section 23.1809 makes it unlawful for your landlord to retaliate against you for exercising your rights. Retaliation includes rent hikes, service cutbacks, refusing to renew your lease, or eviction threats.

Landlord's Name:
Landlord's Address:
Email:
Phone:

Subject: Repairs Demand under Mount Prospect Residential Landlord and Tenant Regulations

Date:
Sent via: ☐ Email ☐ Text ☐ Mail ☐ Certified Mail

Dear _____,

I am the tenant at _____ (*Address and Unit #*). This letter is to notify you that there are conditions in violation of your obligations under § 23.1806(D) of the Mount Prospect Residential Landlord and Tenant Regulations. The conditions violate my rental agreement and render the premises not reasonably fit and habitable.

Area of Building or Unit: _____

Issues: _____

Explanation of the problem: _____

Area of Building or Unit: _____

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Explanation of the problem: _____

Area of Building or Unit: _____

Issues: _____

Explanation of the problem: _____

This condition was not caused by me, any member of my household, or any guest, and is not the result of a utility provider's failure.

Please contact me as soon as possible to correct the condition.

I may exercise one of the following remedies (*Check one*):

☐ **Terminate the lease**, if the repairs are not completed within 14 days. You must return all recoverable security deposit and interest plus prepaid rent. Section 23.1808(A).

☐ **Withhold a portion of rent (\$_____)**, which reasonably reflects the reduced value of the premises and does not exceed 75% of the month's rent, if the repairs are not completed

within 7 days. I can withhold only because the conditions were cited as code violations by the City. Section 23.1808(D).

Be advised that if you attempt to retaliate against me for requesting repairs—as prohibited under § 23.1809—you may be liable for two months’ rent, damages, court costs, and attorney’s fees. Prohibited retaliation includes increasing rent, reducing services, refusing to renew the lease, or threatening eviction within one year of this notice.

Sincerely,

_____ *(Tenant Signature)*

_____ *(Tenant Name)*

_____ *(Phone)*

_____ *(Email)*