

Notice to Tenant to Make Repairs

Date:

Tenant's name:

Street address:

City, state, zip code:

Dear [Tenant's name],

It has come to our attention that repairs need to be made at the property for damage beyond normal wear and tear. Per the terms and conditions of your lease, a copy of which is enclosed, you are requested to make the following repairs:

[List each repair, why the repair must be completed, additional information]

Repair 1:

Repair 2:

Repair 3:

Please ensure the above repairs are completed by _____ [due date], after which my office will schedule an onsite inspection. Failure to complete the above repairs by the specified due date may result in the cost of repairs, including supplies and labor, being withheld from your security deposit.

Thank you for your prompt attention to this matter. Please contact my office if there are any questions.

Sincerely,

Landlord's name:

Street address:

City, state, zip code:

Phone:

Email:

Enclosure [such as copy of lease, photographic evidence of damage, inspection report, etc.]