

Request for Repairs

To: _____

From: _____

Date: _____

RE: Request for Repairs at _____

Dear _____,

This is a request for repairs to the property at _____
_____. Specifically, the following repairs need to be made: _____

_____.

Please complete these repairs by _____. Please ensure that you give notice at least one day before you, your contractor, or your employee enters the rental property. Thank you for your consideration in this matter.

Tenant Signature

Tenant Signature

Certificate of Service

The undersigned hereby certifies that a true and accurate copy of the above and foregoing was ___ mailed first class postage prepaid or ___ hand delivered on: _____
to: _____

Witness Signature