

Tenants' Repair List Letter– Request for Repairs

Dear _____ Date: _____

Please make the following repairs within the next 14 days.

✓	PROBLEM	WHEN IT STARTED	DESCRIPTION
	INFESTATIONS		
	Mice		
	Cockroaches		
	Bed bugs		
	Other		
	ELECTRICAL		
	No/ broken smoke detector		
	Exposed Wiring		
	Short Circuits/Faulty electrical		
	No cover plates on outlets		
	Other		
	PLUMBING		
	No hot water		
	Clogged pipes/toilet		
	Bad water pressure		
	Dripping faucets		
	Leaks		
	Other		
	WINDOWS		
	Missing/torn screens		
	Missing/broken storm windows		
	Broken/cracked glass		
	Missing/ broken locks		
	Other		
	DOORS		
	No deadbolt locks		
	Broken locks		
	Missing/broken doorknobs		
	Other		

✓	PROBLEM	WHEN IT STARTED	DESCRIPTION
	WALLS / CEILINGS/ FLOORS		
	Chipped / flaking paint		
	Holes or cracks in walls		
	Leaky roof or ceiling		
	Holes in carpet		
	Missing/broken tiles or linoleum		
	Other		
	AIR CONDITIONER / FURNACE		
	Nonfunctioning AC (if in lease)		
	Not enough heat		
	Gas leaks		
	Other		
	APPLIANCES		
	Broken stove/oven		
	Broken refrigerator		
	Other		
	SECURITY / PRIVACY		
	Illegal entries by landlord		
	Disturbance by other tenants		
	Break-ins, vandalism		
	Broken or unsecure entry doors		
	Other		
	OTHER AREAS		
	Issues with the yard		
	Trash from previous tenant		
	Problem with garage/ storage area		
	Leaky basement		
	Pay utility bills		
	Missing/broken cabinets/doors		
	Other		

Tenant's Name: _____

Tenant's Address: _____

Tenant's Signature: _____