

Request for Repair – this letter should be sent via Certified Mail. Be sure to keep a copy for your records. A reasonable time frame for repairs is considered to be 7 days.

Your Name:
Your Address:
Your City, State Zip Code:

_____, 20__

Name of Apartment/Landlord:
Address:
City, State Zip Code:

To Whom It May Concern:

I rent the premises located at [insert apartment or home address] pursuant to a written lease with you signed on _____ [insert date lease was signed]. As of the date of this notice, I am not delinquent in my rental payments.

This letter is to notify you that the following conditions, which materially affect our physical health and safety, are in need of repair:

- ❖ [List item that needs repaired].
- ❖ [List item that needs repaired].
- ❖ [List item that needs repaired].
- ❖ [List item that needs repaired].

Under Texas law you must make a diligent effort to repair or remedy these conditions within a reasonable time after the date of this notice. If the needed repairs are not made in a reasonable time, I intend to exercise my right to repair and deduct the cost of the repair from my rent as permitted under Texas law.

Thank you for your prompt attention to this matter.

Sincerely,

Your signature: _____ Roommate(s) Signature: _____

Your name(typed): _____ Roommate(s) name (typed): _____

