

## Reporting repairs to your landlord

It is best to report the repairs in writing and always keep a copy. For urgent problems you may wish to telephone as well.

*Your address  
Your town  
Your postcode  
Date*

*Your landlord's address*

*[If you don't already have this, the person you pay rent to must supply it within 21 days]*

Dear *Mr/Mrs/Ms Landlord*,

**Re: Request for repairs at *enter your address***

I am writing to inform you of some repair work that needs to be carried out at the above property, which I am currently renting from you.

*[List the repairs here, for example:]*

*The heater in the sitting room is broken, and the room is now so cold we can't use it.*

*A water pipe in the bathroom is leaking and soaking the carpet.*

*The handrail on the stairs is coming loose and we can no longer use it.*

Not only is this inconvenient but I am concerned that the disrepair may cause more damage to the property if it is not fixed immediately.

*[If the repairs are affecting your health you can add:]*

I am also worried that the problem may have an adverse effect on my health and/or the health of my family.

*[You may want to go into more detail here, for example:]*

*'Our GP, Dr Name, has told me that the damp conditions have aggravated my asthma.'*

*'My father is very frail and relies on the handrail to get up the stairs,' etc]*

I'd be most grateful if you could contact me as soon as possible to arrange a time for the repair work to be carried out.

I look forward to hearing from you soon.

Yours sincerely

*[Your name]*

Contact telephone number: *[your number]*