

First Request for Repairs

Dear: \_\_\_\_\_:

This letter is a request, made in accordance with pertinent portions of our apartment lease contract, for you to make the following repairs within a reasonable time:

(List requests for repairs.)

Our review of the circumstances surrounding this situation indicates that a reasonable time for the above repairs should not exceed \_\_\_\_\_ days. If you disagree with this time period, please notify us in writing of such fact and of your reasons.

If the above repairs are not made within a reasonable time, we will give notice of intent to terminate in accordance with our contract.

APARTMENT NAME: \_\_\_\_\_ APARTMENT NO. \_\_\_\_\_

On \_\_\_\_\_, at approximately \_\_\_\_\_ o'clock (a.m.)/(p.m.), (I)/(We) delivered this request to \_\_\_\_\_.

RECEIVED BY: \_\_\_\_\_

Second Request for Repairs

Dear: \_\_\_\_\_:

On \_\_\_\_\_ we delivered to you a request for repairs, made in accordance with our apartment lease contract.

You have failed to make a diligent effort to complete the requested repairs in accordance with your contractual obligations.

You are hereby notified of our intent to terminate our lease contract, in compliance with its terms, if the requested repairs are not made on or before \_\_\_\_\_.

APARTMENT NAME: \_\_\_\_\_ APARTMENT NO. \_\_\_\_\_

On \_\_\_\_\_, at approximately o'clock (a.m.)/(p.m.), (I)/(We), delivered this request to \_\_\_\_\_.

RECEIVED BY: \_\_\_\_\_