Month DD, YYYY

NAME OF LANDLORD

ADDRESS OF LANDLORD

Mr./Ms./Mrs. [Landlord’s Name],

Below is a list of problems in my apartment and building that need to be corrected. The problems are violations of Chicago’s Residential Landlord Tenant Ordinance and/or my lease agreement. As is my right under the RLTO and the Residential Tenants’ Right to Repair Act (765 ILCS 742/), if you do not correct these problems within 14 days of receiving this notice, I may withhold a portion of my rent to reflect the decreased value of my apartment, or repair these problems myself and deduct the cost from my rent. If repairs are done on my own, I will provide paid receipts to you along with my reduced rent, and the deduction will not exceed the legal maximum of $500 or one-half of the monthly rent, whichever is greater.

Repairs needed: (list as many items here as you need to/ be specific!)

1.

2.

3.

Sincerely,

YOUR NAME / NAME OF TENANTS UNION and UNION MEMBERS

ADDRESS AND APARTMENT NUMBER

SIGNATURES OF ALL SIGNEES