



California Tenants -- Letter to request repairs

Instructions:

1. [Click here to open a Microsoft Word version of this sample letter](#)
2. The Microsoft Word-version will have the same blank spaces as this version, but will not have the comments in the margin. Fill out the blanks in the Microsoft Word-version using the comments on the margins of this version as a guide.
3. This sample letter is intended to be used if you are a tenant requesting repairs to your home.
4. Please note that you should **tailor this letter to the facts in your case**. This template is **not a substitute for legal advice**. If you need help finding a tenant attorney, please see the [Tenants Together Directory](#).
5. Once filled out with your information, keep a copy for your records.

Sent via Certified Mail- Return Receipt Requested

( )

**Comment [AI1]:** Date

( )

**Comment [AI2]:** Full name of landlord and/or property manager

( )

**Comment [AI3]:** Address of landlord and/or property manager

Dear ( ),

**Comment [AI4]:** Full name of landlord and/or property manager

I ( ) am a tenant at ( ). I am writing to request that you make the following repairs to my apartment within ( ):

**Comment [AI5]:** Tenant's Name(s)

**Comment [AI6]:** Address, City, State, ZIP

( )

**Comment [Aj7]:** Number of days

( )

**Comment [Aj8]:** List all repairs that need to be made.

As you know, it is your obligation as my landlord to maintain the habitability of this rental unit. *California Civil Code §1941.*

Please be aware that if you fail to make the requested repairs in a timely manner, I will be forced to call the housing inspector, which may subject you to statutory penalties and monetary fines.

Sincerely,

( \_\_\_\_\_ )

( \_\_\_\_\_ )

**Comment [AI9]:** Your signature

**Comment [AI10]:** Your full name