

Landlord Name: _____ Date: _____
Landlord Address: _____

Dear: _____

I am writing to inform you of the following repair and maintenance problems I am having at my rental unit. I am requesting your prompt attention to these concerns as the completion of the repairs are your responsibility under s.20 of the *Residential Tenancies Act*.

For your information, s.20 states:

Landlord's responsibility to repair

20. (1) A landlord is responsible for providing and maintaining a residential complex, including the rental units in it, in a good state of repair and fit for habitation and for complying with health, safety, housing and maintenance standards. 2006, c. 17, s. 20 (1).

(2) Subsection (1) applies even if the tenant was aware of a state of non-repair or a contravention of a standard before entering into the tenancy agreement. 2006, c. 17, s. 20 (2).

The repairs which need to be addressed are:

Please contact me to let me know when the work will be scheduled so that I can prepare accordingly.

Please make arrangements for the repairs to be completed on or by _____ (14 days from the mailing of this letter) or I will be contacting the appropriate enforcement agencies in order to have the repairs addressed.

Please contact myself if there are any questions or concerns.

Yours truly,

Name:
Telephone #: