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exchange gifts during the holidays, it's important to always put your maintenance requests in writing. The reason to write to beginners, landlords and property managers can be busy people! Writing a request makes their work easier — most of the time, there's a system in place to ensure that all such requests are quickly taken care of, either because of the severity of the problem or when received. Secondly (and most importantly), the official, dated communication serves as proof that you told staff about the problem and provides a timetable for monitoring the resolution or its shortcomings if necessary. Who to talk to In one of the apartment communities there are automated systems where maintenance requests in person at the office. Make sure you get the reference number and print a copy of the shipment (and if an automatic response is created, save it!). Request a photocopy signed for the latter as proof that the files have been sent. When the problem occurs, immediately call your designated contact (whether it's a landlord or management agency) to let them know about the problem, but immediately follow a written maintenance request to make sure your problems are dealt with quickly – and that you're protected in the process. Details are important to remind your property manager of the required notice before entering (if you don't remember, this information should be in your rental agreement). Be polite and professionalAl always be polite in communication with a landlord or property management company. Keep in the way that if requests are not answered, these letters and emails will serve as proof that you have followed the procedure reasonably and politely. Part of the compliment is patience. Most maintenance problems are solved within a very reasonable time. at least a couple of days to get to yours. If the problem is more serious (for example, it is the height of winter and your heat does not work), there are usually laws that regulate how much time the landlord has to answer. Find the laws of your state so you know. Example of a service reguest letterNertless where to start? Below is an example of a repair reguest letter. You can use this simple format as an effective template to notify service personnel in your apartment community of any issues or issues that need to be resolved. Fill in data only in parentheses []. Download a Word document from the sample letterNumber your apartment address, unit ###City, State, Zip CodeDateLandlord Or Apartment Company's NameAddress As Printed on Your LeaseCity, State, Zip CodeRe: Maintenance requestDear [Landlord or manager name], I write to request repairs [for device, heating/air conditioning, pipe problem – be special!] [reason for repair; this may include, for example, a broken handle, a leaky sink hose, even normal wear that would require replacement]. [Describe this in detail here, such as the lock on the north facing window next to the driveway is broken or the air conditioning does not cool my apartment. The reason – even if obvious – requires repair or replacement.] I've already [left a message on the machine or spoken in someone's office] and I'm following this official communication. I would be very grateful if you could arrange [these fixes/this exchange] as soon as possible. Contact me at [phone/email], if you have any questions or need to make arrangements and let me know when the job is finished. Thank you in advance for your quick answer. Sincerely, [Your name] Emergencies can't waitlf your apartment), find an emergency service number in your rental agreement and call immediately. In fact, it is good to write it down and keep convenient if such a need ever arises. Comments Read this: Spain / Español Contents From this letter Download template letter (Word) It is important to put your repair or service requests in writing, even if you have already spoken to the landlord, manager or super. You can use the letter below as a quide. Download it and fill it with your personal information. Be sure to keep a copy of your letter and proof that you have posted it. You can prove it was mailed by sending it certified mail with a return receipt. Include the following information in your letter: A problem in your home. Every time you complained to your landlord or asked for the problem to be fixed. What promises did your landlord make about making repairs? Last Review and Update: February 13, 2017 Landlords in almost all states have a legal responsibility to keep safe and secure in the rental unit and provide habitable spaces. These obligations are typically the result of either state or local housing rules or the landlord's general obligation to act appropriately. For example, landlords are generally expected to take steps to ensure that tenants are not at risk of harm from crime, environmental risks or problems caused by lack of maintenance, repairs or home improvements. Making sure the landlord is aware of the problem In some cases, landlords, especially absentees, may be unaware of problems with your rental unit or property, or at least may not understand the seriousness of the situation. Writing requests in writing – whether it's locks, radon testing, repairing an unstable staircase or railing, or better outdoor lighting – can be an effective way to get results. Written information about personal safety issues – especially when the landlord has not kept promises – encourages your landlord to take action. In addition, if you plan to withhold the rent, you will need proof that you have given the landlord written notice of the problem. (For more information, see Rent withholding Activity.) And a written complaint or request letter is useful evidence if you end up suing your landlord. What to include in the letter to your landlord Your letter should remind the landlord of the foreseeable consequences of the landlord not addressing the obvious problem; propose a sensible solution; and suggest that the consequences, such as health problems, fire or burglary or assault, are serious. Also ask for the landlord's reply within a certain period of time (for example, five working days). Your letter doesn't necessarily have to threaten the consequences if your landlord isn't cooperative. It is better that there is a clear implication in the letter that you will take the request seriously and act in some as yet unspecified way if a favorable response from the landlord is not forthcoming. Use this model tenant letter, which warned the landlord about dangerous conditions as a model in preparing your own letter. If you are aware of events that have already occurred and are related to a specific security issue, be sure to mention it in your letter (as well as anything else that motivates the landlord to take action). Confirm your point by signing your letter from as many tenants as possible. Keep a copy of your details and your landlord's response information. Answer.

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