

Tenant Name(s): _____
Tenant's Address: _____
City/State/Zip Code: _____

Date: _____

Landlord's Name: _____
Landlord's Address: _____
City/State/Zip Code: _____

Dear _____ (landlord):

As a follow up to the information shared with you by telephone/email exchange on _____ (date), this letter constitutes as notice of the following conditions presently existing at the apartment located at: _____, which are in need of repair.

List of Conditions which Must be Remedied:

- 1.
- 2.
- 3.

(Optional) During our phone conversation/email exchange you shared that these repairs would be made by: _____ (person/company) on _____ (date).

You are required to keep this rental unit in a fit and habitable condition and to make all repairs. Your failure to maintain this unit in a safe, decent, and sanitary condition means that you are in violation of your landlord obligations and the terms of the lease agreement.

Please note New York law prohibits any landlord from retaliating against a tenant by threatening eviction, decreasing services, or increasing rent because the tenant has engaged in a protected activity, such as complaining about dwelling conditions.

Thank you for your cooperation. I am sure you will take care of these conditions so that no further action is necessary. Please call me at: _____ to arrange a mutually convenient time to make these repairs.

Cordially,

Tenant Name(s) and Signature(s): _____

Address: _____
City/State/Zip Code: _____

Cc: copy retained for my records

***Mail to landlord via certified mail, return receipt requested.

***SAMPLE ONLY. The user of this document should refer to the terms and conditions specified in his or her individual lease. Consult with a real estate attorney or agent before executing this document.

***This document was developed from those created by The Ohio State University and Syracuse University.