

600 Main St
Brooklyn, NY 11235

currDate

Dear Sir/Madam,

I need the following repairs in my apartment referenced below and/or in the public areas of the building:

Kitchen

Start date: February 25, 2016

- Defective refrigerator
- Gas leaks
- Cracks / holes / rust around sink

Description: This is some Additional Info

Living Room

Start date: February 25, 2016

- Collapsed ceiling
- Defective / leaking radiator

Description: This is some additional Info

I have already contacted the person responsible for making repairs on [date of contacting super], but the issue has not been resolved. In the meantime, I have recorded evidence of the violation[s] should legal action be necessary.

If these repairs are not made by whateerdate I will have no choice but to use my legal remedies to get the repairs done.

Pursuant to NYC Admin Code § 27-2115 an order of civil penalties for all existing violations for which the time to correct has expired is as follows:

"C" violation: \$50 per day per violation (if 1-5 units) \$50-\$150 one-time penalty per violation plus \$125 per day (5 or more units)

"B" Violation: \$25-\$100 one-time penalty per violation plus \$10 per day

"A" Violation: \$10-\$50 one-time penalty per violation

Please be advised that NYC Admin Code § 27-2115 provides a civil penalty where a person willfully makes a false certification of correction of a violation per violation falsely certified.

Please contact me as soon as possible to arrange a time to have these repairs made at the number provided below.