Getting Started

1. If you have already told your landlord in writing about your housing problems, you should send your city or town’s Inspectional Services Department or Board of Health a Letter Requesting an Inspection {# link to standalone #}.
2. Print several copies of your Request for Repairs Letter**. Keep a copy for yourself.**

Mail your Letter

1. Deliver a copy of your Request for Repairs Letter to {{ other\_parties }} at {{ other\_parties.address }}.
2. If you do not know your landlord’s address, check your lease.

Ask for Notice

1. Ask {{ other\_parties }} to let you know when a repair person will be coming to fix the problem. It is important for you or someone to be there so you can make sure the repair person can get into your home.

Document Problems

1. You should also take photographs or videos of the bad conditions. Make sure the date and time of the photograph is recorded.

What if {{ other\_parties }} does not make the repairs?

1. You should send your city or town’s Inspectional Services Department or Board of Health a Letter Requesting an Inspection {# link to standalone #}.
2. If the landlord still does not make the repairs, use UpToCode to explore your options, such as taking your landlord to court.
   * {{ Interview links }}