Getting Started

1. Print several copies of your Request for Repairs Letter**. Keep a copy for yourself.**

Mail or email your letter

1. Deliver a copy of your Request for Repairs Letter to {{ other\_parties }} at {{ other\_parties.address }} or via email.
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. Use UpToCode to take a next step, including:
   * Calling a city inspector
   * Asking for a fair settlement offer
   * Asking a judge to order your landlord to make repairs