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Date: April 8, 2025

ABC Property Management
456 Business Ave
Toronto, ON M4B 1B3

Subject: Notice Regarding Maintenance Issues at 123 Main Street, Apt 4B

Dear Property Manager:

I am writing to formally request repairs for several maintenance issues in my rental unit at 123 Main Street, Apt 4B. These issues have persisted despite my verbal notifications on March 15 and March 30, 2025.

According to the *Residential Tenancies Act, 2006, S.O. 2006, c. 17*, specifically Section 20(1), landlords are required to maintain rental units in a good state of repair and fit for habitation. The following issues require immediate attention:

1. Water leak under the kitchen sink causing damage to the cabinet and creating mold
2. Non-functioning heating vent in the master bedroom
3. Bathroom ceiling damage from upstairs water leak

These issues impact the habitability of my unit and may pose health risks due to potential mold growth. I am requesting that these repairs be completed within 14 days of receipt of this letter, which is a reasonable timeframe as established by precedent cases such as *Smith v. Johnson Property Management, LTB-23456-19*.

If these repairs are not addressed within the specified timeframe, I will be forced to exercise my rights under the *Residential Tenancies Act*, which may include filing an application with the Landlord and Tenant Board and/or withholding rent as permitted by Section 29(1) of the Act.

Please contact me at your earliest convenience to schedule a time for inspection and repairs. I am available weekdays after 5:00 PM and all day on weekends.

Sincerely,

Jane Smith
Tenant

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