Letter 1: Request for repairs

Use this when something in your rental is broken or unsafe and you want it fixed. Send it in writing (email is fine) and keep a copy.

LETTER TEXT: REPLACE EVERYTHING IN [BRACKETS]

[Your full name]
[Rental property address]
[Your phone / email]
[Date]

To: [Landlord / Property manager name]
[Agency name, if any]

Subject: Repair request - [Property address]

Dear [Name],

I am writing to request repairs at the above property. I first noticed the following problem on [date]:

- [Describe the issue, e.g. the kitchen tap leaks and water is pooling under the sink]
- [Location in the property]

I have attached [photos / video] showing the problem. [If relevant: This affects my ability to use the [kitchen / bathroom / heating] safely.]

Please arrange for this to be repaired by [date, allow a reasonable period] and let me know when a tradesperson will need access so I can be available.

If you cannot repair it by this date, please let me know the reason in writing.

Thank you,
[Your name]

Before you send: For urgent repairs (no hot water, gas leak, burst pipe, unsafe electrics), write URGENT in the subject line and phone as well as writing.

General information only, not legal advice. Rules vary by state and territory, so check your state regulator before sending. Free to use. cosyrental.au