

## REQUEST FOR REPAIRS

Name of Tenant:

\_\_\_\_\_

Tenant address:

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Landlord or property manager: \_\_\_\_\_

Address: \_\_\_\_\_

**To Whom It May Concern:** This letter is to provide you with written notification of the following problems in my unit. Please see the checked boxes below for a list of the problems. I am requesting repairs to my unit as soon as possible for the items that I have checked unless I have written a note otherwise. For some items, I may request that you provide me materials because I do not want someone to enter my home during the time of the COVID-19 (coronavirus) except for an emergency.

**I am requesting 24 hours' notice before you enter my apartment to inspect or repairs. I am requesting that anyone entering my home be free from any fevers, coughs, or colds. Anyone entering my home must wear a mask and disposable gloves. Please limit the number of people entering my home to the absolute minimum number of people necessary.**

Inside Unit -

- Rodents or mice (location: \_\_\_\_\_)
  - I am requesting that an exterminator do work on the common areas and outside of the property and provide me with traps and copper wire for inside my unit.
- Insect Infestation (location: \_\_\_\_\_)
  - I am requesting that an exterminator do work on the common areas and outside of the property and provide me with traps and copper wire for inside my unit
- Inadequate or broken heating
- (If landlord provides A/C) Inadequate or broken air conditioning
- Windows missing or broken (location: \_\_\_\_\_)
- Window screens missing or broken (location: \_\_\_\_\_)
- Plumbing problems or leaks inside the unit (location: \_\_\_\_\_)

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- Plumbing problems or leaks outside the unit (location: \_\_\_\_\_)
- Broken flooring (details: \_\_\_\_\_)
- Broken shower (details: \_\_\_\_\_)
- Broken toilet (location: \_\_\_\_\_)
- Broken sink (location: \_\_\_\_\_)
- Broken doors or locks (location: \_\_\_\_\_)
- Broken kitchen appliances (specify: \_\_\_\_\_)
- Broken cabinets
- Cracks in walls or ceiling (location: \_\_\_\_\_  
\_\_\_\_\_)
- Mold or mildew (location: \_\_\_\_\_)

I suspect that there is mold in my unit. I am requesting that you hire a mold inspector to determine how the mold can be safely repaired in my unit. This written notice of indoor mold requires that, as my Landlord, you will have the property inspected within seven (7) days of receipt of this notice, and that you will have all indoor mold eliminated within thirty (30) days of inspection unless otherwise ordered by a court of the Mayor. Under DC law, if the total surface area of indoor mold growth in an affected area is ten square feet (10 ft.2) or more, you must use a licensed indoor mold assessment professional to assess the mold, and a licensed indoor mold remediation professional to remediate any indoor mold growth. (Air Quality Amendment Act of 2014; D.C. Municipal Regulations, Title 20, Chapter 32)

### Common areas and building exterior -

- Garbage or filth in common areas
- Inadequate garbage storage
- Windows missing or broken
- Broken doors or locks
- Broken or blocked fire escapes
- Broken or damaged elevator
- Broken steps or walkway in disrepair
- Roof needs repair

Other concerns (if applicable) - \_\_\_\_\_  
\_\_\_\_\_

Previous notification - I have previously notified the property manager about these issues on or around the following dates: \_\_\_\_\_ in the following manner:

- By phone                       In person                       In writing

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Health Impact - These housing conditions are harming my family's health because: \_\_\_\_\_

\_\_\_\_\_

Contact Information - I can be reached at: \_\_\_\_\_

Sincerely,

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Signature of the person who accepts the request:

Given to: \_\_\_\_\_ on date: \_\_\_\_\_