

**Sample Letter:  
Request for Repairs**

March 13, 2011

Luisa Landlady  
123 Sunny Street  
Exuberance, CA 90001

Dear Ms. Landlady,

This letter is to follow up on our March 8<sup>th</sup> phone conversation about the leaking shower in the rental at 222 Study Lane. Since the shower began to malfunction five days ago, leaking water covers much of the bathroom floor whenever we take a shower. This plumbing defect is causing us significant inconvenience. We are also concerned that the water may damage your floor and we do not want to be held responsible for it.

As of today, the shower has not been repaired, and no one has contacted us with definite plans about when repairs will be made. We presume you understand that you are required by California law (Civil Code 1941.1 - see attached) to keep all "plumbing ... maintained in good working order."

We would appreciate hearing from you as soon as possible about this. You can reach us at (831) 456-1111, or on my cell phone at (560) 123-4567. Please leave a message if you reach our answering machine and we will get back to you as soon as we possibly can.

Thank you.

Sincerely,

Terry Tenant  
Harry Housemate

**KEEP A COPY OF YOUR LETTER!**

Remember that it is not only **your right** to have repairs which are covered under the civil code regarding habitability completed in a timely manner, but it is also **your responsibility** to notify your landlord of any problems.

Updated 04/12