

LETTER TO REQUEST REPAIRS

For properties in the City of Boulder

Date:

Tenant's Name:

Address:

Landlord's Name:

Address:

Dear _____(landlord or property manager):

This letter is to request repairs at my (our) home at _____
(address), that require correction. Optional: These conditions were previously brought to your
attention via _____ (method of reporting) on _____(dates). These
conditions have arisen through no fault, abuse, or negligence on my (our) part. The following
items are in need of repair:

_____.

Please address the repair of these items as soon as possible, but no later than
_____ (reasonable length of time) as they interfere with my (our) ability to
reasonably enjoy the premises.

If the repairs are not addressed by the above date, I (we) will contact the City of Boulder Rental
Housing Licensing (303-441-3152) for assistance.

Please let me know if there is anything I (we) might do to facilitate the repairs being made.

Optional:

If you would like to attempt to resolve this matter through mediation, please contact the City of
Boulder Mediation Service at 303-441-4364.

Sincerely,

Tenant's Signature and Print Name

Tenant's Signature and Print Name

Send by regular mail. Keep one copy for yourself.