

REQUEST FOR REPAIRS FORM

Instructions on Request

You can use this form to request necessary repairs from your landlord. Some leases have different repair policies. You should check your lease to see what it says about these policies. Send this either by regular/certified mail, or by in-person delivery. You should get a signature to show it was received. It is best not to send this by email. Be sure to make a copy of this notice for your records. Landlords often fail to admit they receive anything from tenants.

How to fill in the blanks in the form

1. The first blank at the top is the **date**. Put the date you are filling out this form.
2. The next blank is the **Landlord's Name**. The landlord's name can be the manager of the complex, the name of the complex, the owner, or the management company. (You have a right to know the name and address of the owner of the property and the management company if there is one. See [Who owns the property](#) for details on obtaining this information.) The next two boxes are the **Address of the Landlord**. The first blank will be for the street address. This will include any suite numbers. The second space will be for the City, State, and Zip Code. Be sure to leave spaces between these details.
3. The next three blanks are to specify **Delivery Type**. Select how you delivered the letter to your landlord. If you sent multiple copies, you can select more than one. If you are sending this letter as certified mail, be sure to include the certified mail number. When you are at the post office, they will give you a green label that you will attach to your envelope. On the label is a certified mail number. Put that number in your notice letter. (You will also have to put that number on the green card you attach to the back of the envelope.) If you do not send the letter by certified mail, make sure you know that the landlord gets it and could prove this to someone else.
4. The next blanks are your space to specify what needs to be repaired. Select the checkboxes for the problem in your home. If there is more than one problem, you can select more than one box. If you select a box, write details about the problem in the **Description** box or boxes.
5. There are two final checkboxes on the last page. These let you specify what you will do to make your own remedy. **Please consult the Utah code online before making a selection.**
6. The final boxes at the bottom are for your personal information. You will include **your signature, your full name, your full address, and your phone number**. Be sure you don't include your City, State, and ZIP Code twice.

Re: Request for Repairs

Date: _____

Landlord's Name: _____

Address Where I Send Rent: _____

Landlord's City, State & ZIP Code: _____

This Letter is Delivered by:

Certified Mail #: _____

Regular Mail

In-person

Greetings:

I am experiencing the following (checked) problems in my home and I request that they be repaired or remedied within seven days or the shorter time spans listed below in accordance with Utah Code Section 57-22-6:

Sewage or flooding problem(s) to be repaired or remedied immediately.

Description:

Issue involving potable (drinking) water to be repaired or remedied within three days.

Description:

Inadequate heated or cooled air to be remedied within three days.

Description:

Another condition that affects the health or safety of people in the household. To be repaired within seven days.

Description:

Please provide a written explanation to me if there will be any delay in fixing these problems. If you or your agent require access to my home in order to inspect and fix these problems, please provide me advance notice of your proposed entry. Thank you for your prompt attention.

If substantial action to correct the deficient condition(s) has not been initiated in the time period outlined in this notice, I will utilize the following renter remedy, as allowable under Utah Code 57-22-6:

Rent abatement

Repair and deduct

Signature: _____

Printed Name: _____

My Address + Unit Number: _____

City: _____ State: _____ ZIP Code: _____

My Phone Number: _____