

SAMPLE

NOTICE TO LANDLORD OF DEFECTS IN ESSENTIAL SERVICES

To: _____ (Date) _____
(Landlord)

Re: _____
(Address of rental unit)

(City, State)

You are notified that you are failing to provide (water/hot water/heat/sewer service/other essential services) at the address listed above, as required by law. I did not cause these problems, nor did my family or guests. These are the specific defects:

If you do not fix the defect IMMEDIATELY, I have a right to:

1. have it fixed and deduct the cost from my rent,
2. sue you for damages based on the diminution in fair rental value of the dwelling, or
3. move into substitute housing, stop paying rent until the essential services are restored, and hold you responsible for the amount by which the cost of the substitute housing exceeds my rent.

Signed: _____
(Tenant)

Tenant's Record of Service

Instructions: Serve a copy of this notice on the landlord. Immediately fill out this section to describe how service was accomplished. Complete all statements that apply. Keep the completed original.

- Landlord acknowledges receipt of this notice on _____.
(Date) (Landlord/Property Manager's Signature)
- This notice was personally served on _____ by the undersigned on _____.
(Name) (Date)
- I attempted to make personal service on the landlord. I knocked on the door, but no one answered. I believed the landlord was absent, so I securely affixed the notice to the entry door of the premises.

This was done on the _____ day of _____, 20____ at _____ a.m./p.m.

- I mailed a copy of this notice to landlords address at _____
on the _____ day of _____, 20____. (Address)
- Landlord was served by registered or certified mail. (I have retained the receipt.)

Date: _____ Signature: _____ Print Name: _____

Keep a copy of this notice.