Landlord Name: _____ Date: _____
Landlord Address: _____
_____
_____

Dear: _____

I am writing to inform you of the following repair and maintenance problems I am having at my rental unit. I am requesting your prompt attention to these concerns as the completion of the repairs are your responsibility under s.20 of the *Residential Tenancies Act*.

For your information s. 20 states:

> **Landlord's responsibility to repair**
>
> 20. (1) A landlord is responsible for providing and maintaining a residential complex, including the rental units in it, in a good state of repair and fit for habitation and for complying with health, safety, housing and maintenance standards. 2006, c. 17, s. 20 (1).
>
> (2) Subsection (1) applies even if the tenant was aware of a state of non-repair or a contravention of a standard before entering into the tenancy agreement. 2006, c. 17, s. 20 (2).

The repairs which need to be addressed are:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Please make arrangements for the repairs to be completed on or by _____ (14 days from the mailing of this letter) or I will be contacting the appropriate enforcement agencies in order to have the repairs addressed.

Please contact myself if there are any questions or concerns.

Yours truly,

Name:
Telephone #:

cc: Property Standards