

Letter Demand Locks Be Provided or Repaired

You are entitled to working keyed locks and keyless bolting devices (that cannot be unlocked from the outside) on all exterior doors. You are also entitled to working window latches, pin locks on sliding glass doors, and door viewers on exterior doors. You can use this form letter to demand that the landlord provide or repair these locks, pin latches and other devices required by the Texas Property Code. A landlord that refuses to provide these locks has enhanced penalties if given notice violation and refuses to install them. If the locks have been provided, then a landlord should be given written notice if they are broken.

How to fill in the blanks in the form:

- 1 The first blank at the top of the form is the Date. Put in the date you are filling out the form.
- 2 The next blank is Certified Mail Number on the left side of the form. (It costs about \$2.50 to send a letter certified, but you will get a card back in the mail that proves the landlord got your letter.) 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.)
- 3 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.) Also fill in the address of the landlord.
- 4 You must circle or place a mark next to the security device(s) you want to be provided or repaired. Then sign the form and fill in your address.
- 5 Make a copy of the form for your records. Landlords often fail to admit they receive anything from tenants.

Date: _____

Certified Mail Return Receipt Requested

(Landlord)

(Landlord Address)

(Landlord City, State, Zip)

Re: Demand for Security Devices

Greetings:

I request that you provide or repair the following security device(s) to the premises:

- window latch on all exterior windows
- doorknob lock or keyed dead bolt on all exterior doors
- a sliding door pin lock on all exterior sliding glass doors
- a sliding door handle latch or security bar on all sliding glass doors
- a keyless bolting device on all exterior doors (that cannot be unlocked from outside)
- a door viewer on all exterior doors

Section 92.153 of the Texas Property Code requires each of these devices to be installed and maintained in operable condition at all times at your expense. If you fail to provide or repair these devices or offer a reasonable explanation I will consider filing suit in court.

Please note that if you fail to provide or repair these security devices, you could be liable for a civil penalty of one month's rent plus \$500, punitive damages and my actual damages, court costs and attorney fees. See Texas Property Code Section 92.164. (This is not intended to be legal advice to you; consult your own attorney.)

Thanks for your prompt attention.

(Your Signature)

(Your Printed Name)

(Your Address)

(Your City, State, Zip)

(Your Phone Number)