

Notice to Landlord Requesting Repairs

This notice advises the landlord that a condition needs to be repaired. You only have to give the landlord one notice of a problem if it is sent by certified mail return receipt requested in order to use the statutory remedies provided in the Texas Property Code. Be sure to be current with your rent when you send the notice.

If you prefer to send notice by hand delivery or regular mail you must send the landlord two notices about the problem in order to use the statutory remedies authorized by the Texas Property Code. Do not send both notices at the same time; wait a reasonable time between each notice. Be sure to be current with your rent when you send both notices.)

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. As we have discussed previously, it is best to send the notice by certified mail, return receipt requested. This allows you to only send one notice and be entitled to the benefits found in the Texas Property Code. In order to send the letter certified mail, go to the post office. The postal worker will explain how to do this. (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. Just be sure to send the notice to the same address of the person who collects the rent. Sending the notice to the corporate offices of the landlord might get the landlord's attention, but Texas law requires that you also send a copy to the location of the person that collects the rent. (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 Ownership for details on obtaining this information.)

4 The last blank to be filled in the body of the form notice is a listing of the problems that the landlord needs to repair. Be sure to list all the problems which are significant.

5 Then sign your name at the bottom. Print your name, complete address and phone number below your signature.

6 Make a copy of the form for your records. Landlords often fail to admit they receive anything from tenants. You must make a copy of it to have a chance, and then mail it certified mail to the landlord. (You can hand deliver it or send it regular mail, but then you must give the landlord two notices of the problem in order to get the benefits of the Texas Property Code.)

Date: _____

Certified Mail Return Receipt Requested

(Landlord)

(Landlord Address)

(Landlord City, State, Zip)

Re: Request for Repairs

Greetings:

I am experiencing the following problems in my home: _____

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I request that these problems be repaired or remedied as soon as possible. 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 advanced notice of your proposed entry. Thanks for your prompt attention.

(Your Signature)

(Your Printed Name)

(Your Address)

(Your City, State, Zip)

(Your Phone Number)