

CertRent

Repair request letter to landlord (NY)

Free template from certrent.com — replace the [bracketed] parts with your details. This is a template, not legal advice.

[Your name]

[Rental address, unit]

[Email] · [Phone]

[Date]

[Landlord / property manager name]

[Landlord address]

Re: Request for repairs at [rental address, unit]

Dear [Landlord name],

I am writing to notify you of the following condition(s) in my apartment that need repair:

1. [Describe the problem, its location, and when it started]
2. [Add more items as needed]

These conditions affect the habitability of the unit. Please arrange for repairs within a reasonable time — I would appreciate a response by [date]. I am happy to provide access; please contact me at [phone/email] to schedule.

Thank you for taking care of this promptly.

Sincerely,

[Your name]

For emergencies (no heat/hot water, etc.) also call 311. Photos help — attach them. Template, not legal advice.