

**Sample Letter:  
Request for Repairs**

March 13, 2017

Luisa Landlady  
123 Sunny Street  
Santa Cruz, CA 95060

Dear Ms. Landlady,

This letter is to follow up on our March 10<sup>th</sup> phone conversation about the water heater in the rental at 222 Study Lane, which is not working. This plumbing defect is causing us significant inconvenience, we need hot water to bathe and wash dishes. We are also concerned that the water leaking from it will damage your floor and we do not want to be held responsible for it, or for the increased water bill.

As of today, the water heater has not been repaired, and no one has contacted us with definite plans about when repairs will be made. We presume you understand that you are required by California law Civil Code 1941.1 - to keep all "plumbing or gas facilities ... maintained in good working order."

We would appreciate hearing from you as soon as possible about this. You can reach us at (831) 456-1111, or on my cell phone at (560) 123-4567. Please leave a message if you reach our answering machine and we will get back to you as soon as we possibly can.

Thank you.

Sincerely,

Terry Tenant  
Henry Housemate

Encl: California Civil Code 1941.1

**KEEP A COPY OF YOUR LETTER!**

Remember that it is not only **your right** to have repairs, which are covered under the civil code regarding habitability completed in a timely manner, but it is also **your responsibility** to notify your landlord of any problems.