

2nd NOTICE TO REPAIR

From: [Your Name + any other tenants]
[Street Address]
[Apt. Number]
Whitewater, WI 53190

Cc: City Hall
Attn: Bruce Parker
312 West Whitewater St.
Whitewater, WI 53190

To: [Rental Company]
[Landlord's Name]
[Landlord/ Office Address]
[City, State, Zip Code]

[Today's Date]

Dear [Landlord's Name],

Pursuant to a written lease dated [Date of Lease], [I/we] [am/are] writing in regard to repairs that need to be made to [Street Address], the "Premises."

[I/we] contacted you on [Date original letter sent], and received no response. Please be advised that this is our second time trying to contact you in regard to the repairs that are needed on the Premises.

The repairs that are specified below are your responsibility, pursuant to the Whitewater Municipal Code, chapter 14.05, and Wisc. Stat. 709.

1. [Description of problem, e.g., On February 14, 2008, the door to the Premises was found to be in disrepair and non-functioning as "rodent-proof," per chapter 14.05.330(7) of the Whitewater Municipal Code.]
2. [Description of second problem]
3. [Etc.]

These item[s] must be repaired as soon as possible. [I/we] believe that a reasonable date for these repairs to be performed by is [Date, sixty days from date of original letter].

[I/we] greatly appreciate your prompt attention to this matter.

Sincerely,

[Your Name + any other tenants]