

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."

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, thirty days from today's date].

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

Sincerely,

[Your Name + any other tenants]