#### *C:\Users\Andrew\OneDrive - Citizens Advice Bureau New Zealand\Temp\Tenant-Advocacy-Aratohu.png*Template letter: Letter to the landlord asking for repairs to be done.

*This letter can be used to inform the landlord of any repairs needed to their rental property.*

***Tip:*** *There is no set legal time in which repairs must be undertaken. Anything which impacts on the health, safety and comfort of the tenant should be done quickly. If the repairs relate to security (e.g. a broken lock), faults which may have a fire or safety risk, or faults which stop a tenant cooking or cleaning themselves, these should be seen as urgent and undertaken within 24 hours.* *Otherwise around two weeks would be reasonable (depending on the nature of the repairs).*

[Date]

[Landlord's Name]

[Landlord's Address]

Dear [Landlord's Name]

I am writing to let you know that there are repairs needed at your property at [Address of property].

The repairs needed are [explain what repairs are needed].

I appreciate it if you could carry out these repairs as soon as you can (preferably within two weeks). Please contact me [list preferred contact details and times] to discuss arrangements to get the repairs done.

Yours sincerely

[Tenant’s name]