

Repair Issues

Document the repair issues.

- Make a repair request by text, email or letter.
- Take Pictures.
- Get witnesses.
- Ask the landlord to do a walkthrough.

Bring attention to the repair issues.

- Contact L&I.** Call 311 to ask for an inspection from the Department of Licenses & Inspections (L&I).
- File a Fair Housing Complaint.** If your unit fails an L&I inspection, you can contact the Fair Housing Commission at 215-686-4670 or go to 601 Walnut St, Suite 300 South to file a complaint.
- Contact PHA Inspections.** If you live in a Section 8 Housing Choice Voucher unit, call 215-684-3860 to ask for an inspection from PHA.
- Contact your representative in City Council or State Government.** Find your rep at 1-855-738-3689 or go to guide.seventy.org.
- Withhold rent.** You should not withhold rent unless the repair issues are serious and prevent you from living in some or all of your unit.
 - **Send rent withholding letter to landlord.** See reverse side.
 - **Escrow your rent.** Open a bank account to deposit your rent or keep the rent in a money order.
- Repair & deduct.** You can pay someone to repair the issue and deduct the cost from your rent.
 - **Contact a repair person** and ask him to give you an estimate for the cost of the repair. The cost for repair should not exceed the amount you pay for a single month of rent.
 - **Send repair and deduct letter to landlord.** See reverse side.
 - **Hire a contractor** if the landlord does not complete the repairs in a reasonable amount of time. Keep the invoice and receipt.
- Contact the Tenant Union Representative Network (TURN).** Call 215-940-3900 or go to 21 South 12th Street, 11th Floor to learn more about your rights and organizing tenants in your building..



Repair Request Letter

_____ (Landlord's Name)

_____ (Landlord's Address)

_____ (Landlord's City, State and Zip Code)

Dear Sir or Madam:

I am writing to you about repairs that are needed in the property I rent from you at _____ (property address). Here are the problems that need to be fixed:

1. _____
2. _____
3. _____
4. _____

As you may recall, we discussed these problems on _____ (date(s) reported). These conditions are serious and a breach of your legal responsibility to keep the unit in safe, sanitary and livable condition.

Please complete the requested repairs by _____ (future date). If the repairs are not made by this date, I intend to exercise my legal right to:

- Withhold Rent** until the repairs are made.
- Repair and Deduct** by hiring a repair person to complete the repairs and deducting the cost of repairs from my rent.

I appreciate your prompt attention to this matter.

Sincerely,

_____ (Date)

_____ (Your Signature)

Send certified mail, return receipt requested.