

SAMPLE LETTER REQUESTING REPAIRS

Note: Information provided by the Community Alliance of Tenants is for general educational use only. It is not a substitute for the advice of an attorney.

(Landlord name and address)

(Date)

Dear *(Landlord)*,

We have discussed needed repairs on numerous occasions *(add dates if known)*. As I am sure you are aware, **Oregon Law requires landlords to keep rentals in a livable condition (ORS 90.320)**. These requirements are very specific. The repairs needed to satisfy the law are as follows: *(List the needed repairs)*.

To date, you have not made any attempts to complete these repairs. Please respond to this request in writing by *(date)*. If no response is received by *(date)*, I will pursue tenant remedies as stated in the Landlord/ Tenant Act *(and/ or, in the City of Portland)* I will call the Bureau of Buildings to arrange for an inspection of the property.

I want to be present when people enter to make the repairs. It is convenient for me to have someone do the repairs between _____ am/pm and _____ am/pm on ___*(days)*____. This consent to enter expires seven days from the date on this letter.

It is unlawful for a landlord to respond to this request by sending an eviction notice, increasing rent, or otherwise retaliating (ORS 90.385).

Sincerely,

(Your name and address)