

NOTICE TO RESIDENT OF TIME ESTIMATE FOR REPAIR

The following time estimate for repair is being given for the premises you are renting located at:

_____, Unit # _____ (if applicable)
(Street Address)

_____, _____
(City) (State) (Zip)

Owner/Agent acknowledges receipt of your communication on _____, 20 ____ by:

_____ Phone call

_____ Letter

_____ Email or Website

_____ Other – describe: _____

You have indicated that you have the following concerns or items needing attention in your rental unit:

We expect to respond or have the concerns or items corrected by the following date: _____, 20 ____ due to the following reasons:

Please provide us (or continue to provide us) with access to your rental property, including any contractors or vendors. We appreciate your cooperation and regret any inconvenience this delay may cause. Please be sure to communicate with us in writing about any concerns that you may have with your rental unit.

Sincerely,

Manager/Agent

Date