

OFFICIAL NOTICE TO REPAIR PROPERTY DAMAGE

Date: [Date]

To: [Tenant Name(s)]

Property Address: [Full Address of Rental Unit]

Dear [Tenant Name],

This letter serves as formal notice regarding damage discovered at the above-referenced property. During an inspection/visit conducted on [Date], the following damage was identified:

- [Description of damage 1]
- [Description of damage 2]
- [Description of damage 3]

Pursuant to your lease agreement dated [Lease Start Date], tenants are responsible for maintaining the premises in good condition and repairing any damage caused by negligence, misuse, or intentional acts by the tenant or their guests.

Required Action:

Please choose one of the following options:

1. Repair the damage at your own expense using a qualified professional by [Deadline Date]. All repairs must meet the original standards of the property.
2. Contact the management office by [Date] to authorize the landlord to perform the repairs. You will be billed for the full cost of labor and materials.

Failure to address this matter by [Deadline Date] may result in the landlord performing the repairs and charging the costs to your account, or potential legal action including eviction proceedings as permitted by law.

Please contact me at [Phone Number] or [Email Address] to confirm your plan for repair.

Sincerely,

[Landlord/Manager Signature]

[Landlord/Manager Printed Name]

[Company Name, if applicable]