

SAMPLE LETTER – CONDITIONS ON THE PREMISES NEED REMEDIAL ATTENTION

Date

Landlord's name and address

Dear [landlord]:

The following conditions presently exist in my apartment and common areas: [list all conditions which need to be remedied].

The above conditions have rendered my apartment in violation of various local codes. Your failure to maintain the premises in a decent, safe, and sanitary condition means that you are in violation of your obligations under RC 5321.04.

This letter is being sent to you in accordance with RC 5321.07(A) and will serve to notify you that I expect the aforesaid conditions to be remedied by [date].

Your failure to remedy the aforesaid conditions will cause me to pursue appropriate legal remedies, which may include damages and reasonable attorney's fees.

Sincerely,

Tenant

Address and phone