

Repair Issues

Document the repair issues.

- Make a repair request by text, email or letter. Letter is best. See reverse side.
- Take Pictures.
- Get witnesses.

Bring attention to the repair issues.

- Request an Inspection**
 - **L+I Inspection.** Call 311 to ask for an inspection from the Department of Licenses & Inspections (L+I).
 - **PHA Inspection.** If you live in a Section 8 Housing Choice Voucher property, call 215-684-3860 to ask for an inspection from PHA.
 - **Health Department Inspection.** If you have an issue with rats or mosquitos, call Vector Control at 215-685-9000.
 - **Utility Inspection.** If you have issues such as foreign wiring, carbon monoxide leaks or a service shutoff, call your utility company.
· PECO 800-494-4000 · PGW 215-235-1000 · PWD 215-685-6300
- File a Fair Housing Commission Complaint.** If your property fails any inspection and your landlord threatens to evict you, you can contact the Fair Housing Commission 215-686-4670 or go to 601 Walnut St, Suite 300 South.
- Withhold rent.** You can withhold rent until the landlord makes repairs. You should keep paying rent unless the repair issues are serious.
 - **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 make repairs 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.

Ask for additional help.

- Contact your representative in City Council or State Government.** Find your rep at 1-855-738-3689 or go to guide.seventy.org.
- Contact the Tenant Union Representative Network (TURN).** Call 215-940-3900 or go to 100 South Broad Street, Suite 8th floor to learn more about your rights and organizing with other tenants in your building.



Philadelphia Landlord/Tenant
Legal Help Center



For more information:
267-443-2500
www.phillytenant.org

Re: Repair Request

_____ (Landlord’s Name)

_____ (Landlord’s Address)

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

Dear Sir or Madam:

I am writing to you about repairs and services 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. _____
- 5. _____

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,

_____ (Your Signature)

_____ (Date)

Send certified mail, return receipt requested.