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**Chasing letter to repair-action required by landlord**

[Landlord’s name]

[Landlord’s address]

[Landlord’s address]

[Landlord’s address]

 [*Date*]

Dear [landlord’s name]

(Insert address of the flat/building)

(insert tenant`s address if different from flat/building)

I/ we am/are writing to inform you that since [*insert date*] the [*insert area in question*] in the common parts of the building has fallen into significant disrepair. Please see the enclosed/attached photographs showing the poor condition of the [*insert area in question*].

[*Option to go into further detail and history about the disrepair*]

Please note the covenant at clause [*insert clause number*] of the lease dated [*insert date of the lease*] which puts an obligation on you as landlord to maintain and repair the [*insert area in question*]. This is a legally binding obligation on your part as landlord.

Please treat this letter as notice of the disrepair and be aware that your failure to take action within a reasonable period of time will amount to a breach of the lease.

Kindly acknowledge receipt of this letter.

I look forward to hearing from you by [*insert a date for landlord to respond (giving them a reasonable period of time to do so)]* confirming when you anticipate the necessary repair will commence.

Yours faithfully/sincerely,

[*Insert your name*]

[*Sign*]