



## 14 Day Repair Request Complaint Letter

If you are having trouble with your landlord or management company not responding to repair request, you can fill out the 14 day letter for repair request and a copy of your written request will be emailed to the City inspections office.

If the responsible party does not make the repairs within a reasonable timeframe, you (the complainant) must call the City to schedule an appointment to conduct an official housing-based inspection (the rental program inspection will be at a later date).

Please note: *Responsible parties are the owner of record AND the occupants. If an inspection is conducted, sanitation and other occupant related code violations may be cited.*

All building code notice of violations reports are subject to court action and *criminal charges for all responsible parties.*

- Please print this form for your records.
- Next, mail/post/email/etc. a copy of this 14 day repair request to your landlord/management company or contact person responsible for making repair (please allow a couple of days for your party making repairs to receive this notice).

**Note:** Rental complaints not registered with the Lynchburg Residential Inspection Program will automatically be added to the program and scheduled for an inspection of the exterior and interior.



# 14 Day Repair Request Complaint Letter

Today's Date: \_\_\_\_\_

### *Information about Person Requesting Repairs*

From: Name of Person REQUESTING Repairs ~ Occupant/Tenant

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Property Address of Complaint REQUESTING Repairs

Address \_\_\_\_\_

Occupant/Tenant Email Address \_\_\_\_\_

Occupant/Tenant Phone Number \_\_\_\_\_

### *Information of Property Owner or Management Company Responsible for Repairs*

Name of Property Owner or Management Company on Lease to MAKE Repairs:

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Property Owner or Management Company on Lease to MAKE Repairs

Address \_\_\_\_\_

Property Owner or Management Co. Email Address \_\_\_\_\_

Phone Number Property Owner or Management \_\_\_\_\_

### Check Applicable Items Below

- \_\_\_\_\_ I have reported the repairs needed
- \_\_\_\_\_ I have NOT reported the repairs needed
- \_\_\_\_\_ These problems have existed for Problem(s) have existed for 1 week
- \_\_\_\_\_ Problem(s) have existed for 30 days
- \_\_\_\_\_ Problem(s) have existed for 60 days
- \_\_\_\_\_ Problem(s) have existed for Over 60 days
- \_\_\_\_\_ The repairs have been attempted but the problem remains
- \_\_\_\_\_ Promises to repair issues/problems but has not been completed to date

### *List Repairs Requested*

#1 Repair needed with description and location

\_\_\_\_\_

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#2 Repair needed with description and location

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#3 Repair needed with description and location

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Further issues/ repairs needed with description and location

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Thank you for your attention to this matter. You can reach me (the occupant) directly at my contact number or email to schedule these repairs.

*Note from the City of Lynchburg:*

This is a courtesy 14 Day letter as owner compliance is preferred. However, the City of Lynchburg Inspections Department may conduct an inspection for the possible listed violations along with any additional items observed during an inspection if repairs are not corrected.

Occupant/complainant agrees not to impede repairs by allowing owner/agent access for the remediation of all the repair(s) requested.

**Signature of Occupant/Tenant Authorized to Request Repairs:**

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**Today's Date** \_\_\_\_\_

*Contact a Property Maintenance Official*

Rental: Dana Horne [434-455-3922](tel:434-455-3922)

Housing: Keith Wright [434-455-3904](tel:434-455-3904)