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
  o L+I Inspection. Call 311 to ask for an inspection from the Department of Licenses & Inspections (L+I).
  o PHA Inspection. If you live in a Section 8 Housing Choice Voucher property, call 215-684-3860 to ask for an inspection from PHA.
  o Health Department Inspection. If you have an issue with rats or mosquitos, call Vector Control at 215-685-9000.
  o 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.
  o Send rent withholding letter to landlord. See reverse side.
  o 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.
  o 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.
  o Send repair and deduct letter to landlord. See reverse side.
  o 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.

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

Jan 2018
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.