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*USING THIS LETTER:*1. Fill in the areas that are marked with square brackets - [LIKE THIS].
2. Print and Sign.
3. Make a copy then post the letter.
4. Do NOT send this instruction page.

*WHEN TO USE THIS LETTER:*Use this letter to notify your landlord that your rental premises required urgent repairs and that you have carried out those repairs. You can only carry out urgent repairs if:1. the fault could cause injury to people or property; or
2. the fault was serious and urgent.

You need to notify your landlord as soon as possible if you discover damage to the premises. If you are undertaking urgent repairs, you need to first make a reasonable attempt to give your landlord notice of the problem.  |

[DATE]

[YOUR NAME]

[YOUR ADDRESS]

[LANDLORD’S NAME]

[LANDLORD’S ADDRESS]

**Sent by [POST/EMAIL]**

Dear [LANDLORD’S NAME]

**RE: NOTIFICATION OF URGENT REPAIRS – [TENANCY ADDRESS]**

I am writing to tell you that the tenancy premises required urgent repairs. I attempted to make contact with you but could not reach you.

The following fault arose:

* [INSERT EXPLANATION OF WHAT NEEDED REPAIRING]
* [INSERT EXPLANATION OF HOW THE FAULT AROSE]

The repair was urgent for the following reasons:

[COMPLETE (A) OR (B)]:

1. [EXPLAIN HOW THE FAULT COULD HAVE CAUSED INJURY TO PEOPLE OR PROPERTY]
2. [EXPLAIN WHY THE FAULT WAS SERIOUS AND URGENT]

 The repair was carried out in the following way:

* [INSERT LIST OF THE REPAIRS CARRIED OUT]
* [INSERT LIST OF THE COSTS OF THE REPAIRS]
* [INSERT LIST OF ANY EVIDENCE YOU CAN PROVIDE OF THE REPAIRS AND THEIR COSTS]

Please contact me if you have any questions and to discuss reimbursement. Thank you for your time.

Yours faithfully,

[YOUR NAME]

[YOUR PHONE NUMBER]