

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Landlord or Property Manager Name]  
[Company Name]  
[Address]  
[City, State, Zip Code]

**RE: Repair and Maintenance Obligations Checklist - [Property Address]**

Dear [Landlord/Manager Name],

I am writing to formally provide a checklist of required repairs and maintenance items for the property located at [Property Address], as discussed in our previous communication or per the terms of our lease agreement.

Please find the status of the following items below:

<b>Area/Item</b>	<b>Issue Description</b>	<b>Urgency (Low/Med/High)</b>	<b>Status/Notes</b>
Plumbing	[e.g., Leaking faucet in kitchen]	[Urgency]	[Pending/Fixed]
Electrical	[e.g., Non-functional outlet in bedroom]	[Urgency]	[Pending/Fixed]
HVAC	[e.g., AC filter replacement/Unit noise]	[Urgency]	[Pending/Fixed]
Structural	[e.g., Cracked window pane/Door lock issue]	[Urgency]	[Pending/Fixed]
Appliances	[e.g., Refrigerator seal needs repair]	[Urgency]	[Pending/Fixed]

I kindly request that you review this list and provide a timeline for when the "Pending" items will be addressed. As per the lease agreement, it is the responsibility of the [Landlord/Tenant] to ensure these maintenance tasks are completed to keep the premises in a habitable and safe condition.

Please contact me at your earliest convenience to schedule the necessary repairs.

Sincerely,

[Your Signature]

[Your Printed Name]