Warning your landlord that you're contacting the Council

If you have already contacted your landlord and he has failed to respond, you may wish to write to your landlord informing him of your intention to contact the Council. This may spur him into action. Keep a copy of your letter.

<Your address
Your town/city
Your postcode>

<Date>

<Your landlord's address
Town/city
Postcode>

Dear *<your landlord's name>*,

Re: Request for repairs at *<your address>*

I am writing again concerning the outstanding repair work for the address above. Please find enclosed copies of previous correspondence.

So far you have not contacted me to arrange for the repair work to be carried out. I would therefore be most grateful if you could get in touch within the next 48 hours to arrange a time for the repairs to be carried out.

I'm concerned that the disrepair is
<You may want to stress again that the disrepair is causing problems. For example:>

- *<adversely affecting my health or the health of other members of my household*
- *making the property unsafe and may result in injury*
- *damaging the premises and may lead to further disrepair*
- *causing great inconvenience.>*

If I have not heard from you within 48 hours, I will ask the Council's housing enforcement service to carry out an inspection and take further action as appropriate.

Yours sincerely

<Your signature and name>
Contact telephone number: *<your number>*