

[Your name and address]

[Date]

[Landlord's or agent's name and address]

Dear ...

Re: Repair to common areas at [your address]

I am writing about repairs that are required in the common areas of the building where the unit I am renting from you is located.

[There are extensive stains on the carpet outside my unit and the glass windows at the entrance are cracked, which I believe constitute a health and safety risk, especially to children. In addition the intercom does not work.]

I notified you of these repairs on [date] and still no repairs have been done. I would ask that you take these repairs as a matter of urgency to the owners corporation so repairs can be arranged as soon as possible.

If the repairs are not attended to by [date], I will be forced to seek orders from the NSW Civil and Administrative Tribunal.

Please contact me on [phone number] during work hours to arrange a convenient time for the repairs to be done.

Yours sincerely

[T Tenant]