

DATE: _____

TO: _____
name of landlord

RE: Notice of repair/maintenance need(s) at _____.
address of rental unit

Dear _____:
name of landlord

Please take note of the following repair/maintenance needs existing at:

address of rental unit

The following needs to be done:

I request that this be taken care of as quickly as possible. Pursuant to chapter 137 section 4459 of the Vermont state statutes, if the situation has not been taken care of within 30 days of this notice, then it is my right to remedy the problems myself and deduct the reasonable cost from my future rent payment.

I thank you in advance for taking care of these problems.

Sincerely,

signature

printed name