Champaign Property Maintenance - Inspections

www.tenantunion.illinois.edu

217-403-7070

217-333-0112

Tenant Union

Resources:

Student Legal Service - www.odos.illinois.edu/sls

Student Affairs at Illinois.

A Program of the Office of the Dean of Students.

217-333-9053

and keep the copy with your lease.

City of Urbana: www.city .urbana.il.us

217-384-2443

Urbana Safety Division - To arrange for an inspection

City of Champaign: www.city.champaign.il.us

2.

letter that goes on and on. Make your points clearly, with specific detail, as briefly as possible.

Explain the problem as clearly as you can. The landlord is not going to read a

1.

some suggestions for writing an effective complaint letter.

explaining the problem with details. There are good ways and bad ways to do this. Here are

know about it. The best way to do this is by sending a letter through U.S. Mail or via email

If you have a problem with your housing situation, it is important to let your landlord

Be polite and respectful in your letter. Presume that your landlord will do the

How to Write a Landlord Complaint Letter



studentlegalservice@illinois.edu

www.odos.illinois.edu/sls

Make a copy of the complaint letter and anything else you are sending with it,

7.

to include the best way to reach you, for example, your cell phone number, your email.

to be polite! A “reasonable amount of time” can vary on the urgency of the problem. Be sure

Ask the landlord to respond to you in a reasonable amount of time – remember

6.

send.

exactly what the problem is. Make sure you are able to make a copy or printout of what you

Send printouts of photos with the letter if pictures would help show the landlord

5.

STUDENT LEGAL SERVICE

and that would be the time to tell the landlord.

Yelp!, or the Better Business Bureau, or to sue the landlord. It may become necessary later on,

Do not threaten to report your landlord and your problem to the City Inspector,

4.

cooperate to reach a solution that is favorable to both of you.

Suggest ways to resolve the problem. Tell the landlord that you want to

3.

landlord to follow.

right thing, operate in good faith, and behave like a professional. Set a good example for your

address).

This is making it difficult for me because when it leaks, it makes noise and also uses more water

than if it didn’t. I also think that it is probably causing some wear and tear on your plumbing

equipment, and it would be in everyone’s best interest to make it stop.

Could you please send someone out to look at this so that it can be repaired or replaced as

necessary? I look forward to hearing from you very soon.

I can be contacted by phone at this number: (your phone number) and by email at: (your email

can’t make it stop.

Thank you very much.

Sincerely,

(your signature here)

(Your typed or printed name here)

Name of Landlord or Landlord’s Business

A Short Sample Letter

(Date you are sending the letter, Ex: September 1, 2014)

Address of Landlord or Landlord’s Business

City, State Zip Code

Dear (Name of Landlord or Landlord’s Business):

I am a tenant of yours, living at 123 Landlord Ave., Apt. 1, Champaign, IL. I have been living

here since August 15, 2014.

I am having a problem in my apartment, in that the faucet in the bathroom sink is leaking, and I