*Date*

*Property Owner / Manager*

*Address*

*City, State, Zip*

**Re: *Property Address:* Request for Repairs / Correction of Rental Housing**

 **Violation(s)**

Dear *Property Owner / Manager:*

This letter is to notify you that the following condition(s) exist(s) at my rental property which are in violation of the California State Housing Law, Section No. 17920.3:

*description of substandard housing condition(s)*

Please take the necessary actions to correct the violation(s). If corrections do not commence within a reasonable time, I *may / will* contact the *Marin County/City Name* Code Enforcement Dept. and pursue legal counsel to ensure your compliance with the California State Housing Law.

To discuss these conditions further, please contact me at

*your telephone number and / or email address.*

Sincerely,

*Complainant’s Name and Signature*