Defect notice to the landlord, with a deadline

The dotted lines are blanks — fill in your own details.

_____

Subject: defect notice and setting of a deadline for repair

Dear Sir or Madam,

In the flat I rent, _____, the following defect exists:

_____

I hereby request you to remedy it properly by _____ at the latest (Art. 259a ff. CO).

If the repair is not carried out within the deadline, I expressly reserve the right to assert the statutory remedies: reduction of rent, deposit of the rent with the conciliation authority (Art. 259g CO) or substitute performance at your expense.

Please confirm receipt of this letter.

Kind regards

_____

Landlord / management: _____