

Form 26: Sample Rent Offer Letter

Delivered via (*Circle one*): U.S. Mail / Certified Mail / Hand Delivery

Date: _____

To: _____ (New Owner/Broker/Lawyer)

_____ (New Owner's/Broker's/Lawyer's Address)

Re: _____ (Property Address)

I am the occupant of _____. I understand that you are the new owner/owner's broker/owner's lawyer for my apartment and that I should no longer pay rent to my old landlord. If I continue to owe rent, please let me know who to pay, including name and address.

Also, the following are among the conditions of disrepair that exist in my unit and common areas:

- Cockroaches, other insects, mice or rats
- Problems with heat and/or hot water
- Water entry or leakage
- Lead paint
- Defective locks or security problems
- Defective or leaky windows
- Defective ceilings, walls or floors
- Other:

Please fix these conditions or ask the owner to fix these conditions as soon as possible. Please let me know as soon as possible when you plan to make repairs so I can rearrange my schedule to be there. You can reach me at the following number(s): _____ (home); _____ (work); _____ (cell).

Sincerely,