**<INSERT YOUR ADDRESS & CONTACT DETAILS HERE>**

**<INSERT YOUR LANDLORD/LETTING AGENCY’S**

**ADDRESS HERE>**

**<INSERT THE DATE YOU SEND THE LETTER HERE>**

Dear Sir/Madam,

**<INSERT THE ADDRESS OF THE PROPERTY YOU ARE RENTING HERE>**

I write in relation to the above property which I have rented from you since **<INSERT THE DATE YOU BEGAN RENTING THE PROPERTY HERE>**.

At present the following repairs require immediate attention:

**<LIST THE REPAIRS REQUIRED HERE>**

As I’m sure you are aware the Housing (Scotland) Act 2006 sets out the “repairing standard” which all privately rented properties in Scotland must adhere to. This includes the fact that:

**<DEPENDING ON THE REPAIRS REQUIRED DELETE ANY BULLET POINTS WHICH DON’T APPLY IN YOUR SITUATION>**

* the property must be wind and watertight
* the property must be fit for the tenant to live in, meeting the 'tolerable standard'
* the structure and exterior of the property (for example, the walls and roof) must be in a reasonable condition
* the installations for the supply of water, gas, electricity, and for sanitation, space heating and heating water must be in a reasonable state of repair and in proper working order (these include external installations such as drains)
* any fixtures, fittings or appliances provided by the landlord (such as carpets, light fittings, white goods and household equipment) must be in a reasonable state of repair and in proper working order
* any furnishings provided by the landlord must be capable of being used safely for the purpose for which they are designed
* the property must have suitable fire detectors - there should be at least one detector on each floor of the property, and if the alarms are installed after September 2007, they should be mains powered rather than battery powered.

Should you continue to fail to repair the above listed issues I believe you are in danger of breaching this legislation and in turn the terms of my tenancy agreement. I am considering making a complaint to the Private Rented Housing Panel.

I would therefore request that you make arrangements for the above issues to be remedied without further delay and I look forward to your reply within the next 5 working days.

Yours sincerely

**<INSERT YOUR NAME AND TELEPHONE NUMBER HERE>**