[Your name and address]

[Date]

[Landlord/agent’s name]

[Landlord/agent’s address]

Dear      ,

**Re: Urgent Repairs to** **[address of premises]**

I am writing to provide written notice of repairs required at the premises which constitute emergency repairs under section 63 of the *Residential Tenancies Act* NT (the Act).

The required repairs are:

[Choose Applicable:]

* List the urgent issue which needs attention, for example -
* The toilet is blocked and leaking and requires urgent repair
* There is a serious roof leak which requires urgent repair
* There has been serious storm damage that requires repair
* The gas is leaking and requires urgent repair
* The sewerage, septic tank or other waste management is blocked/leaking and requires urgent repair
* There is a burst water pipe which requires urgent repair
* There is the failure or breakdown of an essential service or appliance used for cooking which requires urgent repair
* There is a fault or damage which makes the premises unsafe or insecure and requires urgent repair
* There is a dangerous electrical fault which requires urgent repair

This problem is affecting me because:

* It is exposing the property to damage
* It is exposing a person to the risk of injury
* It is causing me undue hardship or inconvenience

As required by the Act, you have 5 business days to arrange for these repairs to be made and notify me of those arrangements. If no action is taken by you within 5 business days, or the repairs have not completed within the next 14 days, I may apply to the Northern Territory Civil and Administrative Tribunal for an order to carry out the emergency repairs.

In the interests of both parties I would appreciate it if you could make the repairs as requested in this letter to resolve the matter as soon as possible.

I look forward to hearing from you as a matter of urgency.

Yours sincerely,

[Your name]