***Sent via U.S. Regular and Certified Mail***

[Date]

[LL First Name]

[LL Last Name]

[LL Address]

[LL Address]

 **RE: Notice of Intent to Withhold Rent**

 **[Tenant’s Address]**

Dear Mr/s. [LL Last Name]:

I am writing to notify you of my intent to withhold rent for the above-referenced unit. On [Lease Start Date], you entered into a lease (“Lease”) with me for the unit at [Tenant’s Address] (“Premises”).

The current poor conditions at the Premises constitute material noncompliance with the Lease and the municipal code. Specifically, [*list the problems with the apartment conditions*]. These violations are substantially interfering with my ability to use the Premises.

Section 5-12-070 of the Chicago Residential Landlord and Tenant Ordinance (CRLTO) states as follows:

The landlord shall maintain the premises in compliance with all applicable provisions of the municipal code and shall promptly make any and all repairs necessary to fulfill this obligation.

Section 5-12-110 adds that:

For purposes of this section, material noncompliance with Section 5-12-070 shall include, but is not limited to, any of the following circumstances:

 [*Select from list of violations we provide…*]

Finally, 5-12-110(d) sets forth a tenant’s remedies when material noncompliance occurs:

If there is material noncompliance by the landlord with the rental agreement or with Section 5-12-070, the tenant may notify the landlord in writing of the tenant's intention to withhold from the monthly rent an amount which reasonably reflects the reduced value of the premises due to the material noncompliance. If the landlord fails to correct the condition within 14 days after being notified by the tenant in writing, the tenant may, during the time such failure continues, deduct from the rent the stated amount.

As allowed via section 5-12-110(d) of the CRLTO, ***I herein state my intention to withhold rent in the amount of $\_\_\_\_\_\_\_\_ per month unless the following actions are taken within 14 days of receipt of this notice****:*

*[list actions that you would like LL to perform within 14 days].*

Should you wish to discuss this matter, please call me.

Sincerely,

[Tenant First Name][Tenant Last Name]

[Phone Number]