***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 to Repair**

**[Tenant’s Address]**

Dear Mr/s. [LL Last Name]:

I am writing to notify you of my intent to withhold rent to make repairs at 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.

The Illinois Residential Tenants’ Right to Repair Act states as follows:

If a repair is required under a residential lease agreement or required under a law, administrative rule, or local ordinance or regulation, and the reasonable cost of the repair does not exceed the lesser of $500 or one-half of the monthly rent, the tenant may notify the landlord in writing by registered or certified mail or other restricted delivery service to the address of the landlord or an agent of the landlord as indicated on the lease agreement; if an address is not listed, the tenant may send notice to the landlord's last known address of the tenant's intention to have the repair made at the landlord's expense. If the landlord fails to make the repair within 14 days after being notified by the tenant as provided above or more promptly as conditions require in the case of an emergency, the tenant may have the repair made in a workmanlike manner and in compliance with the appropriate law, administrative rule, or local ordinance or regulation…After submitting to the landlord a paid bill from an appropriate tradesman or supplier unrelated to the tenant, the tenant may deduct from his or her rent the amount of the bill, not to exceed the limits specified by this Section and not to exceed the reasonable price then customarily charged for the repair. If not clearly indicated on the bill submitted by the tenant, the tenant shall also provide to the landlord in writing, at the time of the submission of the bill, the name, address, and telephone number for the tradesman or supplier that provided the repair services.

765 ILCS 742/5.

As allowed under Illinois law, ***I herein state my intention to withhold rent in the amount of $\_\_\_\_\_\_\_\_ per month in order to make repairs to the Premises 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]