SAMPLE LETTERS AND CONDITION CHECKLIST

These sample letters are templates you can use to send notices to your landlord. You can either fill in the blanks in the sample letters or use them as a guide to write your own. You can fill out the Condition Checklist to document the condition of the unit when you move in and out. Remember to always keep a copy of any letters you send to your landlord.

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Request to Make Repairs

Date: _____

To: _____
Landlord's Name

_____
Landlord's Street Address

_____
Landlord's City, State, ZIP Code

From: _____
Tenant's Name

_____
Tenant's Street Address

_____
Tenant's City, State, ZIP Code

This is a request for repairs to the property at _____.
Tenant's Address

Specifically, the following repairs need to be made:

_____
Describe needed repairs

_____

_____

Please complete these repairs by _____. Please ensure that you give notice at least 24 hours before you, your contractor, or your employee enters the rental property. Thank you for your prompt attention to this matter.
Date

_____
Tenant's Signature

Certificate of Service

The undersigned hereby certifies that a true and accurate copy of the above and foregoing was (check all that apply) ___ mailed first class postage prepaid ___ hand delivered on: _____ to
Date

_____ at _____.
Landlord's Name Landlord's Address

_____
Tenant's Signature

Request to Make Repairs Within 14 Days

Date: _____

To: _____
Landlord's Name

_____
Landlord's Street Address

_____
Landlord's City, State, ZIP Code

From: _____
Tenant's Name

_____
Tenant's Street Address

_____
Tenant's City, State, ZIP Code

I am writing to give you notice of certain defects in the property located at _____. Pursuant to Neb. Rev. Stat. § 76-1425, I am giving you notice of the following defects in my unit:
Tenant's Address

_____
Describe needed repairs

_____

These defects are a material noncompliance with our rental agreement and affect my household's health and safety. These defects were not caused by my household or guests. Pursuant to Neb. Rev. Stat. § 76-1425, you have fourteen (14) days to fix these defects. If these defects are not fixed within fourteen (14) days, I will pursue my legal remedies. Please ensure that you give notice at least 24 hours before you, your contractor, or your employee enters the rental property. Thank you for your prompt attention to this matter.

_____
Tenant's Signature

Certificate of Service

The undersigned hereby certifies that a true and accurate copy of the above and foregoing was (check all that apply) ___ mailed first class postage prepaid ___ hand delivered on: _____ to
Date

_____ at _____.
Landlord's Name Landlord's Address

_____
Tenant's Signature

Request to Make Repairs Within 14 Days – Code Enforcement

Date: _____

To: _____
Landlord's Name

_____
Landlord's Street Address

_____
Landlord's City, State, ZIP Code

From: _____
Tenant's Name

_____
Tenant's Street Address

_____
Tenant's City, State, ZIP Code

I am writing to give you notice of certain defects in the property located at _____. Pursuant to Neb. Rev. Stat. § 76-1425, I am giving you notice of the following defects in my unit:
Tenant's Address

_____
Describe needed repairs

_____

These defects are a material noncompliance with our rental agreement and affect my household's health and safety. These defects were not caused by my household or guests. Pursuant to Neb. Rev. Stat. § 76-1425, you have fourteen (14) days to fix these defects. If these defects are not fixed within fourteen (14) days, I will contact the code enforcement office for the City of _____ and request that this property be inspected. I will also pursue other legal remedies. Please ensure that you give notice at least 24 hours before you, your contractor, or your employee enters the rental property. Thank you for your prompt attention to this matter.
Tenant's City

_____
Tenant's Signature

Certificate of Service

The undersigned hereby certifies that a true and accurate copy of the above and foregoing was (check all that apply) ___ mailed first class postage prepaid ___ hand delivered on: _____ to _____ at _____.
Date
Landlord's Name
Landlord's Address

_____
Tenant's Signature

30 Day Notice to Terminate
If Repairs Not Made in 14 Days

Date: _____

To: _____
Landlord's Name

_____
Landlord's Street Address

_____
Landlord's City, State, ZIP Code

From: _____
Tenant's Name

_____
Tenant's Street Address

_____
Tenant's City, State, ZIP Code

I am writing to give you notice of certain defects in the property located at _____. Pursuant to Neb. Rev. Stat. § 76-1425, I am giving you notice of the following defects in my unit:
Tenant's Address

_____
Describe needed repairs

_____

These defects are a material noncompliance with our rental agreement and affect my household's health and safety. These defects were not caused by my household or guests. Pursuant to Neb. Rev. Stat. § 76-1425, you have fourteen (14) days to fix these defects. If these defects are not fixed within fourteen (14) days, our rental agreement will terminate in thirty (30) days. Please ensure that you give notice at least 24 hours before you, your contractor, or your employee enters the rental property. Thank you for your prompt attention to this matter.

_____
Tenant's Signature

Certificate of Service

The undersigned hereby certifies that a true and accurate copy of the above and foregoing was (check all that apply) ___ mailed first class postage prepaid ___ hand delivered on: _____ to
Date
_____ at _____.
Landlord's Name Landlord's Address

_____
Tenant's Signature

Notice of Address for Return of Security Deposit

Date: _____

To: _____
Landlord's Name

_____
Landlord's Street Address

_____
Landlord's City, State, ZIP Code

From: _____
Tenant's Name

_____
Tenant's Street Address

_____
Tenant's City, State, ZIP Code

I am writing to inform you of the address that my security deposit should be sent to within fourteen (14) days of my tenancy ending on _____. I paid a security deposit in the amount of
Date
$_____. The remaining balance of my security deposit along with an itemized list of any
Security Deposit Amount
deductions can be sent to the following address:

_____.
Tenant's New Address

Pursuant to Neb. Rev. Stat. § 76-1416, this security deposit along with an itemized list of any deductions must be sent within fourteen (14) days of my tenancy ending. Thank you for your prompt attention to this matter.

_____
Tenant's Signature

Certificate of Service

The undersigned hereby certifies that a true and accurate copy of the above and foregoing was (check all that apply) ___ mailed first class postage prepaid ___ hand delivered on: _____ to
Date
_____ at _____.
Landlord's Name Landlord's Address

_____
Tenant's Signature

Demand for Security Deposit

Date: _____

To: _____
Landlord's Name

_____
Landlord's Street Address

_____
Landlord's City, State, ZIP Code

From: _____
Tenant's Name

_____
Tenant's Street Address

_____
Tenant's City, State, ZIP Code

Pursuant to Neb. Rev. Stat. § 76-1416, my security deposit along with an itemized list of any deductions should have been sent to me within fourteen (14) days of my tenancy ending. I did not receive my security deposit or an itemized list of deductions within fourteen (14) days of my tenancy ending.

If my security deposit and an itemized list of deductions are not returned to me within the next four (4) days, I will pursue other legal remedies. The security deposit and the itemized list of deductions can be sent to the following address:

_____.
Tenant's New Address

Please send these items to me immediately. Thank you for your prompt attention to this matter.

_____
Tenant's Signature

Certificate of Service

The undersigned hereby certifies that a true and accurate copy of the above and foregoing was (check all that apply) ___ mailed first class postage prepaid ___ hand delivered on: _____ to
Date
_____ at _____.
Landlord's Name Landlord's Address

_____
Tenant's Signature

Notice of Abuse of Access

Date: _____

To: _____
Landlord's Name

_____
Landlord's Street Address

_____
Landlord's City, State, ZIP Code

From: _____
Tenant's Name

_____
Tenant's Street Address

_____
Tenant's City, State, ZIP Code

I am writing to notify you that you abused your right to access the property located at _____ on _____ by entering the property in the absence of an emergency without invitation or proper notice as required by Neb. Rev. Stat. §§76-1423 and 76-1438.
Address Date(s)

Please be advised that under Nebraska law, unless there is an emergency you may not enter the property without my consent and 24 hours' notice, and you may only enter at reasonable times. Pursuant to Neb. Rev. Stat. §§76-1423 and 76-1438 if you continue to abuse your right of access, I have the right to terminate the rental agreement and am entitled to the return of all prepaid rent and security, along with damages not less than an amount equal to one month's rent. Thank you for your prompt attention to this matter.

_____
Signature

Certificate of Service

The undersigned hereby certifies that a true and accurate copy of the above and foregoing was (check all that apply) ___ mailed first class postage prepaid ___ hand delivered on: _____ to
Date
_____ at _____.
Landlord's Name Landlord's Address

_____
Tenant's Signature

Notice of Termination of Rental Agreement

Date: _____

To: _____
Landlord's Name

_____
Landlord's Street Address

_____
Landlord's City, State, ZIP Code

From: _____
Tenant's Name

_____
Tenant's Street Address

_____
Tenant's City, State, ZIP Code

Pursuant to the Nebraska Uniform Residential Landlord and Tenant Act, I am writing to provide notice that the rental agreement for the property located at _____ will terminate on _____.
Tenant's Current Address — Move-out Date (must be at least 30 days from date of notice)

I paid a security deposit in the amount of $_____. The remaining balance of my security deposit along with an itemized list of any deductions can be sent to the following address:
Security Deposit Amount

_____.
Tenant's New Address

Pursuant to Neb. Rev. Stat. § 76-1416, this security deposit along with an itemized list of any deductions must be sent within fourteen (14) days of my tenancy ending. Thank you for your prompt attention to this matter.

_____
Tenant's Signature

Certificate of Service

The undersigned hereby certifies that a true and accurate copy of the above and foregoing was (check all that apply) ___ mailed first class postage prepaid ___ hand delivered on: _____ to
Date

_____ at _____.
Landlord's Name — Landlord's Address

_____
Tenant's Signature

Mutual Termination Agreement

_____
Date

_____
Landlord's Name

_____
Landlord's Street Address

_____
Landlord's City, State, ZIP Code

_____
Tenant's Name

_____
Tenant's Street Address

_____
Tenant's City, State, ZIP Code

The parties, _____, landlord, and _____, tenant, agree to terminate the rental agreement between the parties for the property located at _____. Said termination is effective at 11:59 PM on _____. Rent pursuant to the rental agreement between the parties will end as of that time. By mutually agreeing to terminate the rental agreement, the landlord does not waive any claim for damages that they may have against tenant, nor does the agreement have any effect on the parties' responsibilities regarding the return of the tenant's damage deposit or the application of said deposit to appropriate damages. Upon fulfillment of the agreement by the tenant, the landlord will not seek restitution of premises through eviction.

Landlord's Name — Tenant's Name — Rental Property Address — Date

_____ _____ _____ _____
Tenant/Agent Signature | Date | Landlord/Agent Signature | Date

Certificate of Service

The undersigned hereby certifies that a true and accurate copy of the above and foregoing was (check all that apply) ___ mailed first class postage prepaid ___ hand delivered on: _____ to _____ at _____.
Date | Landlord's Name | Landlord's Address

_____
Tenant's Signature

Condition Checklist

To: _____
Landlord's Name

_____
Landlord's Street Address

_____
Landlord's City, State, ZIP Code

From: _____
Tenant's Name

_____
Tenant's Street Address

_____
Tenant's City, State, ZIP Code

Move in Date: _____

I/We inspected the unit on _____ and the condition of the unit is circled next to each item. If something is damaged, I/we have explained the damage in the Notes section. I/We have taken photos of each item below. I/We certify that a true and accurate copy of the below was (check all that apply) ___ mailed first class postage prepaid ___ hand delivered on _____ to _____ at _____.
Date (of inspection)
Date (of delivery)
Landlord's Name
Landlord's Address

_____ _____
Tenant Signature(s) Date

Move out Date: _____

I/We inspected the unit on _____ and the condition of the unit is circled next to each item. If something is damaged, I/we have explained the damage in the Notes section. I/We have cleaned the unit and removed all personal property. I/We have taken photos of each item below. I/We certify that a true and accurate copy of the below was (check all that apply) ___ mailed first class postage prepaid ___ hand delivered on _____ to _____ at _____.
Date (of inspection)
Landlord's Name
Landlord's Address

_____ _____
Tenant Signature(s) Date

Living Room

	Move In	**Move Out**
Walls	New Good Fair Poor Damaged Notes:	New Good Fair Poor Damaged Notes:
Floors	New Good Fair Poor Damaged Notes:	New Good Fair Poor Damaged Notes:
Ceiling	New Good Fair Poor Damaged Notes:	New Good Fair Poor Damaged Notes:
Light Fixtures	New Good Fair Poor Damaged Notes:	New Good Fair Poor Damaged Notes:
Windows	New Good Fair Poor Damaged Notes:	New Good Fair Poor Damaged Notes:
Other		

Kitchen

	Move In	**Move Out**
Walls	New Good Fair Poor Damaged Notes:	New Good Fair Poor Damaged Notes:
Floors	New Good Fair Poor Damaged Notes:	New Good Fair Poor Damaged Notes:
Ceiling	New Good Fair Poor Damaged Notes:	New Good Fair Poor Damaged Notes:
Light Fixtures	New Good Fair Poor Damaged Notes:	New Good Fair Poor Damaged Notes:
Windows	New Good Fair Poor Damaged Notes:	New Good Fair Poor Damaged Notes:
Refrigerator	New Good Fair Poor Damaged Notes:	New Good Fair Poor Damaged Notes:
Stove/Oven	New Good Fair Poor Damaged Notes:	New Good Fair Poor Damaged Notes:
Dishwasher	New Good Fair Poor Damaged Notes:	New Good Fair Poor Damaged Notes:
Sink	New Good Fair Poor Damaged Notes:	New Good Fair Poor Damaged Notes:
Counters	New Good Fair Poor Damaged Notes:	New Good Fair Poor Damaged Notes:
Cabinets	New Good Fair Poor Damaged Notes:	New Good Fair Poor Damaged Notes:
Other		

Bathroom(s)

#1	**Move In**	**Move Out**
Walls	New Good Fair Poor Damaged Notes:	New Good Fair Poor Damaged Notes:

Floors	New Good Fair Poor Damaged Notes:	New Good Fair Poor Damaged Notes:
Ceiling	New Good Fair Poor Damaged Notes:	New Good Fair Poor Damaged Notes:
Light Fixtures	New Good Fair Poor Damaged Notes:	New Good Fair Poor Damaged Notes:
Windows	New Good Fair Poor Damaged Notes:	New Good Fair Poor Damaged Notes:
Bathtub/ Shower	New Good Fair Poor Damaged Notes:	New Good Fair Poor Damaged Notes:
Sink	New Good Fair Poor Damaged Notes:	New Good Fair Poor Damaged Notes:
Toilet	New Good Fair Poor Damaged Notes:	New Good Fair Poor Damaged Notes:
Other		
#2	**Move In**	**Move Out**
Walls	New Good Fair Poor Damaged Notes:	New Good Fair Poor Damaged Notes:
Floors	New Good Fair Poor Damaged Notes:	New Good Fair Poor Damaged Notes:
Ceiling	New Good Fair Poor Damaged Notes:	New Good Fair Poor Damaged Notes:
Light Fixtures	New Good Fair Poor Damaged Notes:	New Good Fair Poor Damaged Notes:
Windows	New Good Fair Poor Damaged Notes:	New Good Fair Poor Damaged Notes:
Bathtub/ Shower	New Good Fair Poor Damaged Notes:	New Good Fair Poor Damaged Notes:
Sink	New Good Fair Poor Damaged Notes:	New Good Fair Poor Damaged Notes:
Toilet	New Good Fair Poor Damaged Notes:	New Good Fair Poor Damaged Notes:
Other		

*If there are more bathrooms, attach additional page(s).

Bedroom(s)

#1	**Move In**	**Move Out**
Walls	New Good Fair Poor Damaged Notes:	New Good Fair Poor Damaged Notes:
Floors	New Good Fair Poor Damaged Notes:	New Good Fair Poor Damaged Notes:
Ceiling	New Good Fair Poor Damaged Notes:	New Good Fair Poor Damaged Notes:

Light Fixtures	New Good Fair Poor Damaged Notes:	New Good Fair Poor Damaged Notes:
Windows	New Good Fair Poor Damaged Notes:	New Good Fair Poor Damaged Notes:
Other		
#2	**Move In**	**Move Out**
Walls	New Good Fair Poor Damaged Notes:	New Good Fair Poor Damaged Notes:
Floors	New Good Fair Poor Damaged Notes:	New Good Fair Poor Damaged Notes:
Ceiling	New Good Fair Poor Damaged Notes:	New Good Fair Poor Damaged Notes:
Light Fixtures	New Good Fair Poor Damaged Notes:	New Good Fair Poor Damaged Notes:
Windows	New Good Fair Poor Damaged Notes:	New Good Fair Poor Damaged Notes:
Other		
#3	**Move In**	**Move Out**
Walls	New Good Fair Poor Damaged Notes:	New Good Fair Poor Damaged Notes:
Floors	New Good Fair Poor Damaged Notes:	New Good Fair Poor Damaged Notes:
Ceiling	New Good Fair Poor Damaged Notes:	New Good Fair Poor Damaged Notes:
Light Fixtures	New Good Fair Poor Damaged Notes:	New Good Fair Poor Damaged Notes:
Windows	New Good Fair Poor Damaged Notes:	New Good Fair Poor Damaged Notes:
Other		
#4	**Move In**	**Move Out**
Walls	New Good Fair Poor Damaged Notes:	New Good Fair Poor Damaged Notes:
Floors	New Good Fair Poor Damaged Notes:	New Good Fair Poor Damaged Notes:
Ceiling	New Good Fair Poor Damaged Notes:	New Good Fair Poor Damaged Notes:
Light Fixtures	New Good Fair Poor Damaged Notes:	New Good Fair Poor Damaged Notes:
Windows	New Good Fair Poor Damaged Notes:	New Good Fair Poor Damaged Notes:
Other		

*If there are more bedrooms, attach additional page(s).

Other

	Move In	**Move Out**
Front Door	New Good Fair Poor Damaged Lock works: Yes No Notes:	New Good Fair Poor Damaged Lock works: Yes No Notes:
Back Door	New Good Fair Poor Damaged Lock works: Yes No Notes:	New Good Fair Poor Damaged Lock works: Yes No Notes:
Smoke Detectors	All smoke detectors were tested and work: Yes No Notes:	All smoke detectors were tested and work: Yes No Notes:
Fire Extinguisher	Fire extinguisher: Yes No New Good Fair Poor Damaged Notes:	Fire extinguisher: Yes No New Good Fair Poor Damaged Notes:
Hallways	New Good Fair Poor Damaged Notes:	New Good Fair Poor Damaged Notes:
Stairs	New Good Fair Poor Damaged Notes:	New Good Fair Poor Damaged Notes:
Air Conditioning	New Good Fair Poor Damaged Notes:	New Good Fair Poor Damaged Notes:
Heat System	New Good Fair Poor Damaged Notes:	New Good Fair Poor Damaged Notes:
Parking Area	New Good Fair Poor Damaged Notes:	New Good Fair Poor Damaged Notes:
Lawn	New Good Fair Poor Damaged Notes:	New Good Fair Poor Damaged Notes:
Patio, Deck, Terrace, etc.	New Good Fair Poor Damaged Notes:	New Good Fair Poor Damaged Notes:
Basement	New Good Fair Poor Damaged Notes:	New Good Fair Poor Damaged Notes:
Other		

Additional Comments