

Letter to Landlord/Agent to Notify Property Damage after a Natural Disaster

Once complete, please screenshot this form so that you have a copy to send to your landlord/agent with photos

Tenants name: _____

Property address: _____

Contact phone: _____

Contact email: _____

My connection is NORMAL, INTERMITTENT or NIL (relying on community wifi)

Dear Landlord/Agent,

The above property has been damaged in a **fire / flood / storm / other event**.

Date of event: _____

The residence is **safe to live in:**

YES

NO

I describe the event as:

Description of damaged property (only include the Landlord's property and not your personal property):

I have removed these items from the property to prevent further damage (keep fabrics samples from carpets, lounges, etc and take photos **before removing.**):

Urgent repairs required (e.g. utilities, essential services, wall, roof or window):

Non-urgent repairs required:

I include photographs of the following:

I am taking these steps to reduce damage to the property (e.g. ventilation, removing fabrics):

Please attend to the above repairs as soon as possible.

I look forward to hearing from you within _____ days in relation to when the repairs will be carried out.

Sincerely,

*Your Name:*_____

The Tenant