

[Date]

[Landlord Name]

[Landlord Address Line 1]

[Landlord Address Line 2]

[Landlord Address Line 3]

Dear [Landlord Name],

I am writing to let you know about some problems we are having in our rental unit. We are having a difficult time living in the unit while these issues are ongoing, and I am very concerned that some of these issues will become larger problems if they aren't resolved.

Here are our concerns:

1. The window regularly leaks when it is raining. This is causing damage in the woodwork and the wall around the window. We have seen a small amount of mold start growing, and are concerned about the safety of our health and our belongings.
2. The basement is very damp. It floods when it rains, and does not drain when the rain stops. This stagnant water is very concerning, especially if mold becomes involved.
3. We regularly see cockroaches in our unit, despite keeping everything very clean. They have been present since we moved in, so we know that we did not bring them into the unit. We will be happy to comply with whatever terms the exterminator sets for dealing with the infestation.

Can you please respond with your planned schedule for making these repairs? If you let us know when you will be coming in, we will make sure that it's easy for you to access the areas of concern. If we don't hear from you by [date], we will be forced to take further action to get these necessary repairs resolved. We believe, though, that it would be much more expedient to work it out directly with you, and we hope that you will respond with a plan to take care of these issues before they worsen.

Please be reminded that Wis. Stat. 704.07(4) states that it is my right to abate my rent if these repair issues are not attended to in a timely manner.

Sincerely,

[Tenant Name(s)]

[Tenant Address Line 1]

[Tenant Address Line 2]

[Tenant Address Line 3]

*Wis. Stat. 704.07(4)*

(4) UNTENANTABILITY. If the premises become untenable because of damage by fire, water, or other casualty or because of any condition hazardous to health, or if there is a substantial violation of sub. (2) materially affecting the health or safety of the tenant, the tenant may remove from the premises unless the landlord proceeds promptly to repair or rebuild or eliminate the health hazard or the substantial violation of sub. (2) materially affecting the health or safety of the tenant; or the tenant may remove if the inconvenience to the tenant by reason of the nature and period of repair, rebuilding, or elimination would impose undue hardship on the tenant. If the tenant remains in possession and the condition materially affects the health or safety of the tenant or substantially affects the use and occupancy of the premises, rent abates to the extent the tenant is deprived of the full normal use of the premises. This section does not authorize rent to be withheld in full, if the tenant remains in possession. If the tenant justifiably moves out under this subsection, the tenant is not liable for rent after the premises become untenable and the landlord must repay any rent paid in advance apportioned to the period after the premises become untenable. This subsection is inapplicable if the damage or condition is caused by negligence or improper use by the tenant.