# 14 Day Notice to Landlord

To ensure landlords are provided an opportunity to address conditions within a rental property prior to any action by Code Enforcement, tenants are required to complete this form and deliver it to the landlord or the landlord's authorized representative in a timely manner. Pursuant to NRS 118A.355, tenants must issue a written notice describing the conditions and must allow a 14-day period for the landlord to make necessary repairs. **Tenant instructions on reverse side of this form must be followed.**

Tenant - Complete the portion below in blue or black ink.
**Tenant contact information is required.** We cannot address anonymous complaints.

Date: _____ Tenant Name: _____ Address: _____

Tenant Phone Number: _____ Tenant Email Address (Optional): _____

Provide a detailed explanation of the problems with this unit. Be sure to refer to the back of this page for instructions and how to handle certain issues.

1. _____
_____
_____

2. _____
_____
_____

3. _____
_____
_____

This notice was provided by _____ on _____
*(Tenant name)* *(Date of delivery)*

to _____ by _____
*(Landlord/Landlord's agent)* *(Method of service)*

If the above conditions have not been addressed within two weeks of providing this notice to the landlord or the landlord's agent, the tenant may contact Reno Direct or the officer who provided this form. At that time, Code Enforcement may proceed with any and all required legal actions, including citations of up to $500 per day or, if necessary, issuance of criminal misdemeanor citations as provided by the Reno Municipal Code Chapter 1.05.

- **Original completed form is to be provided by the tenant to the landlord or landlord's agent.**
- **Tenant should keep a copy of the completed form by taking a photo, digital scan, or photocopy (front and back). This form should be provided to the Code Officer if issues are not addressed by the landlord/landlord's agent.**

If issued by Code Enforcement Personnel: Case # _____

Officer: _____ Phone: _____

Date: _____

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# Instructions

**Instructions for submitting a 14 Day Notice to Landlord form**
**Carefully review the information below to ensure you are reporting your issues properly.**

1. Complete the form on the front of this paper in blue or black ink.
    a. You may attach an additional piece of paper if you have several issues.
2. You must serve this completed form in some way to the landlord/landlord's agent that provides sufficient proof that the notice was served such as certified mail or obtaining a signature on the 14 Day Notice to Landlord form. Be sure to make a copy or keep a photo of the signed document or any paperwork associated with serving it.
3. You must allow the landlord or property manager/owner access to your dwelling to make the repairs. You must allow them 14 days to perform these repairs or at least make a good faith effort.

## Necessary Non-Emergency Repairs

Repairs on this list require a 14 Day Notice to Landlord form to be completed and submitted to the landlord or landlord's agent:

- Minor water leaks
- Pest Control Requests (bed bugs, roaches, mice, etc.)
- Repairs to walls, floors, doors, and windows
- Ceiling damage when the unit remains safe and livable
- Carpet cleaning or replacement
- Appliance issues (not working, leaking, including AC units)
- Problems in the common area (pet waste, carpets, dumpster, etc.)
- A non-working toilet when another bathroom in the unit is functional

## Priority Repairs (Life, Health, or Safety Issues)

These issues may pose a risk to health and safety. It is important that the tenant confirm the owner or property management is aware of the issue and what steps are being taken to fix it.

- Gas Leak - Call 911 immediately
- Electrical - Breaker tripping, arcing, or sparking - Contact Reno Fire Department at 775-334-2300
- All other priority issues listed below should be reported to Reno Direct immediately:
    - No electricity
    - No heat
    - No running water
    - No hot water
    - Ceiling collapse making the unit uninhabitable
    - Sewage leaks or backups

## Contact Reno Direct by calling, emailing, or submitting a request

- Call 775-334-4636
- Email RenoDirect@Reno.Gov
- Visit Reno.Gov/RenoDirect and click on "Submit Online Service Request"

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