

14 Day Notice to Landlord Instructions

Attention Tenant,

When your landlord or property manager/owner fails to make necessary non-emergency repairs which include:

Repairs to walls, floors, doors, windows, ceilings, roof, rodent and insect control, weather proofing , and other small non-emergency repairs.

Nevada Revised Statues (NRS) requires that written notice be given to the landlord or property manager/owner with 14 days to address the complaint. The 14 Day Notice to Landlord notice satisfies this criteria.

1. You must complete this form.
2. You must serve it in some way to the landlord, property manager/owner that provides sufficient proof that the notice was served, such as certified mail, or obtaining a signature with date on the 14 Day Notice to Landlord notice. Please ensure that you make a copy or take a photo of the document.
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.

Should your landlord or property manager/owner fail to make the necessary repairs or fail to properly have your dwelling serviced after 14 days, you can contact Reno Direct at 775-334-4636 or email RenoDirect@reno.gov to submit a service request. Code Enforcement will review your complaint and contact you to schedule an inspection if appropriate. Please be aware that if you have vacated the unit or do not respond the communication from the Code Enforcement Officer, the case may be closed.

Please be aware that Code Enforcement cannot provide any legal advice. And you are encouraged to contact Northern Nevada Legal Aid at 775-329-2727 or visit their website at nnlegalaid.org for more information. Northern Nevada Legal Aid is located at 229 South Arlington St. Reno NV 89501.

If you should have any questions or need further assistance please don't hesitate to contact our office.

Code Enforcement - City of Reno
PO Box 1900 Reno, NV 89505
775-334-2229
CodeEnforcementAdmin@reno.gov



14 Day Notice to Landlord

In an effort to ensure a fair opportunity for landlords to address issues with their rental property prior to action by the City of Reno Code Enforcement, tenants need to complete this form and provide it to the landlord or the landlord's agent as soon as possible.

Tenant Instructions *(Complete in pen)*:

Date: _____ Address: _____ Tenant: _____
(Print name)

Please provide a detailed explanation of the problems with this unit:

Do not use this form if you do not have required essential services, such as running water, heat during the winter, or raw sewage issues. For essential service issues, please contact your landlord immediately.

1. _____

2. _____

3. _____

4. _____

5. _____

Tenant represents he/she provided a copy of this notice to: _____
(Print name of landlord or agent)

On _____ by _____
(Date of delivery) (Method of service: hand delivery, certified mail, etc.)

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 at 775-334-4636 to submit a service request. At that time, Code Enforcement may proceed with any and all required legal actions, including citations of up to \$500.00 per day or if necessary issuance of criminal misdemeanor citations as provided by the Reno Municipal Code Chapter 1.05.

***Top copy is to be provided by tenant to landlord or landlord's agent.**

***Bottom copy is the tenant's copy and should be provided to Code Officer if issues are not addressed by landlord or landlord's agent. Code Enforcement will not open a case without a completed copy of this form.**

