



Rusk County Health & Human Services Public Health Department

311 MINER AVE. E, SUITE C220, LADYSMITH, WI 54848

PHONE: 715-532-2299 FAX: 715-532-2217

(For deaf and/or hard of hearing, please call us through Wisconsin Relay 711)

Dear Tenant,

This letter outlines the steps you must take regarding your complaint about problems with your landlord before the Health Department can assist you. Below are specific points you need to address in a letter to your landlord.

You should contact your landlord by letter stating the following three things:

1. Problem – outline the specific problem you would like fixed (i.e. mold, leaks, broken items, lack of heat, etc.)
2. Remedy – indicate the remedy you are seeking to fix the problem (e.g. repair water leak, repair broken window)
3. Time – give the landlord a specific amount of time in which to fix the problem, Remember, the time frame will depend upon what remedy you are seeking. Some issues will take longer to repair, remove, or replace so be realistic with the amount of time you request.

Sign, date, and maintain a copy of the letter. Send the letter via certified mail with a return receipt requested.

If your landlord is uncooperative or unresponsive to your letter and does not remedy the situation within the time frame you requested, contact the Rusk County Health Department for a follow up at (715)-532-2299. Prior to contacting the Health Department, be sure to have a copy of the letter you sent to your landlord as well as the return receipt.