



CONDITIONS PACKET: Jacksonville

This packet was prepared by Jacksonville Area Legal Aid, Inc. (“JALA”). It provides general information about a tenant’s rights under Florida law when a landlord fails to make needed repairs on rental property. The information provided in this packet is not a substitute for legal advice. The laws described in this packet may change without notice.

1. Does Your Rental Home Need Repairs?

This brochure provides a summary of landlord and tenant maintenance obligations under state law. It contains very important information about the legal process a tenant must follow *before* withholding rent from a landlord or terminating a lease early.

2. Tenants’ Rights When Served with an Eviction Notice

This brochure provides a summary of the eviction process under Florida law. This is good information for all tenants to have, but especially if the tenant is considering withholding rent from the landlord.

3. Notice from Tenant to Landlord - Withholding Rent for Failure of Landlord to Maintain Premises as Required by Florida Statute § 83.51(1) or Material Provisions of the Rental Agreement

This is a form a tenant can use to notify a landlord of the tenant’s plan to withhold rent *and/or* terminate the lease if the landlord does not make needed repairs. This form allows the tenant to exercise one or both legal options if the repairs are not made.

4. Summary Checklist

This is a simple checklist to help a tenant plan and track his/her next steps.

If you have questions about the information in this packet, you should consult with an attorney. If a landlord sues you, attempts to collect a questionable debt from you, or places a questionable debt on your credit reports, you should consult with an attorney.

This fact sheet is for general education only it is not intended to be used to solve individual problems. If you have specific questions contact a lawyer. The laws described here may change without notice. You may find additional resources at: <https://www.jaxlegalaid.org/get-help/self-help/pamphlets-videos/>. Revised April 2025.

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Options When Your Landlord Won't Make Repairs

This brochure only applies to rental property in the CITY OF JACKSONVILLE.

PLEASE NOTE: You risk being evicted and suffering financial consequences if you improperly withhold rent or terminate your lease. Please ensure that you read this entire brochure.

HIGHLIGHTS TO REMEMBER

- ✓ IDENTIFY serious (not minor) violation of city code (building, housing, or health) before you withhold rent.
- ✓ IDENTIFY serious (not minor) violation of your lease or city code (building, housing, or health) before you terminate the lease.
- ✓ CALL Code Compliance to document code violations and force repair.
- ✓ GIVE the landlord seven days to repair. Add five days if you mail the notice.
- ✓ DELIVER proper WRITTEN notice by mail or hand-delivery.
- ✓ KEEP copies of your notice, Code Compliance reports, and other relevant documents.
- ✓ DON'T SPEND the rent money you withhold.

Can I Withhold My Rent or Terminate My Lease?

Florida law allows tenants to either withhold their rent or terminate their lease if their landlord fails to comply with Jacksonville's building, housing, or health codes, including the Property Safety and Maintenance Code (Chapter 518, Jacksonville Ordinance Code).¹ This only applies to **significant** issues, not minor inconveniences. Below are examples of things landlords are required to maintain in the City of Jacksonville. Landlords are required to make sure that:

- The **roof** does not leak;
- The **walls** are weather-tight, and in good repair;
- The **stairs** are safe for normal use and maintained in good repair;
- The **windows** and **doors** are mostly weather-tight, water-tight, rodent-proof, and in sound working condition, and outside doors have proper locks and, if there is no central air conditioning, door screens;
- The **windowpanes** do not have cracks and holes, and outside windows have screens;

¹ Atlantic Beach, Neptune Beach, Jacksonville Beach, and Baldwin have their own city codes and code enforcement procedures and personnel.

- The inside floors, walls, ceilings are mostly **rodent-proof** and kept in sound condition and good repair, and are safe;
- The house or apartment has **hot water**, which is connected to the kitchen and bathroom sinks, tub or shower;
- The house or apartment has a **flush toilet** in good working condition;
- When **cooking and heating equipment** are provided by the landlord, they are safely installed and in good working order;
- There are adequate **garbage** disposal facilities or garbage storage containers;
- Every habitable room has at least two separate floor or wall **electric outlets** and, additionally, every kitchen, bedroom, bathroom and hallway have a ceiling or wall-type fixture, or an outlet controlled by a wall switch near the entrance to the room;
- All **electrical systems** are in good repair and good working order;
- The interior spaces should be reasonably free from **dampness**;
- The house or apartment has a **heating system** that can keep all rooms and bathrooms heated to at least 65 degrees; and
- They **exterminate infestations** caused by their failure to maintain the rental in a rodent-proof or reasonably insect-proof condition.

What am I Responsible For?

Florida law requires tenants in the City of Jacksonville to comply with Jacksonville's Property Safety and Maintenance Code. Below are examples of things tenants are required to maintain in the City of Jacksonville. Tenants must do the following:

- Keep the house or apartment in a clean and sanitary manner;
- Remove all garbage from the house or apartment in a clean and sanitary manner (for example, use garbage cans);
- Keep all plumbing fixtures in the house or apartment used by the tenant in a clean and sanitary manner and in good repair;
- Properly use and operate all electrical, plumbing, sanitary, heating, ventilating, air conditioning and other facilities and appliances, including elevators, which are in the apartment or house;
- Not destroy, damage, or in any way misuse the property itself (or allow any guest to destroy or damage the property);

- Not remove anything from the house or apartment which does not belong to the tenant (for example, the tenant cannot remove light fixtures that were in the property when the tenant moved in); and
- Conduct him/herself and require all guests to conduct themselves in a way that does not disturb the peace.

Are There Exceptions?

- If you rent a **single-family house** or **duplex**, your lease may place repair responsibility on **you** that is different from the above examples. If you rent a single-family house or a duplex (*not an apartment complex*), it is very important for you to read your lease carefully to see if it requires you, the tenant, to make any repairs that are needed during the term of your lease.
- Landlords are not responsible for repairing damage **negligently** or wrongfully caused by tenants. This includes damage caused by people other than the tenant who are on the property with a tenant or household member's permission.
- Landlords are not responsible for repairing structures owned by tenants such as **mobile homes**.

What Can I do First if My Landlord is Failing to Make Required Repairs?

If you believe your landlord is not complying with the law, you should call Jacksonville's Municipal Code Compliance at 904-255-7000 or 904-630-CITY (904-630-2489) to request an inspection of your rental home. Code Compliance will do an inspection to see if the property complies with the Jacksonville Code. If Code Compliance finds code violations that are your landlord's responsibility, you may act.

You should **always** ask Code Compliance for a copy of the inspection report so that you will have documentation of any code violations. It is also a good idea to take your own photos of the problem area(s) and make a note of the date and time when you took the photos.

If there are code violations, Code Compliance will notify your landlord of the violations and schedule another inspection (usually 30 days after the initial inspection). If your landlord does not correct the code violations before the next inspection, Code Compliance may begin to impose fines or other penalties on your landlord.

What Are My Options if Code Compliance Finds a Violation?

If your landlord is not meeting their responsibilities under the law, and if the code violation in your rent home is **significant** (not just a minor inconvenience or annoyance to you), then under Florida law you have the right either to:

- Withhold your rent until repairs are made; or
- Terminate your lease and move out without any penalty.

How Can I Withhold My Rent or Terminate My Lease?

1. You must follow the law carefully in order to be protected.
2. **WRITTEN NOTICE:** Before withholding rent or terminating your lease, you **must give your landlord a written notice.**
3. **USE A FORM NOTICE:** If you are going to give your landlord a written notice to withhold your rent or terminate your lease, use the form on **JALA's website:** <https://www.jaxlegalaid.org/get-help/self-help/pamphlets-videos/>, or the **Florida Bar approved form:** <https://www.floridabar.org/public/consumer/consumer004/#landlord>.
4. **SEVEN DAYS:** The written notice must list the **problems** with your rental, and it must give your landlord **seven (7) days** to fix the problems. If there is not enough room on the notice for you to list all of the problems in your rental home, you may write something like, "see the attached list of code violations provided by the City," and then attach a copy of the City's inspection report to your notice.
5. **WITHHOLD RENT OR TERMINATE:** The written notice must state whether you intend to withhold your rent, or terminate your lease, or both.
6. **DELIVER AND KEEP COPIES:** Your notice may be hand-delivered or mailed to your landlord. If you mail your notice to your landlord, you must add an additional **five (5) days** for mailing time (**total of 12 days**). If you mail it, you should use **certified mail** and request a **return receipt**. You should keep a **copy** of any notice you give your landlord.

If your landlord **does not** fix the problems within 7 days after you deliver your notice, you may withhold your rent until the problems are fixed, or you may terminate your lease (depending on what your notice said you would do). You must set aside and save the rent money that you withhold. **You may not withhold rent that becomes due before the 7 days expires. You may not withhold rent that is already past due.**

If your landlord **does** fix the problems within 7 days after you deliver your notice, you may not continue to withhold your rent or terminate your lease, but you may negotiate with your landlord to pay a reduced amount of rent for the period of time when there were problems in your rental home. Get the negotiated agreement in writing and keep a copy. You should pay the withheld rent or the reduced rent, as negotiated, upon the landlord fixing the issue.

* **NOTE:** Florida law does **NOT** give you the right to simply pay for the repairs yourself and then deduct the cost from your next rent payment. Unless your landlord specifically agrees, your options are to withhold rent or to terminate your lease after giving the proper notice.

Which Should I Do: Withhold my Rent, or Terminate my Lease?

It really depends on your specific situation. Both options have their own risks, and those risks are discussed below. Terminating your lease is the more extreme action to take, so that option should usually be saved for the more severe cases or for cases where you have already withheld your rent for violations under the law and your landlord still refuses to make the repairs that are needed.

Special Note for Tenants with Housing Vouchers

If you have a Section 8 or other type of housing voucher and the Jacksonville Housing Authority (JHA) pays a portion of your rent, you should seek advice from JALA or another attorney before withholding your rent or terminating your lease. JHA has its own property inspectors and its own procedures for making sure landlords comply with JHA's housing quality standards. If you do not follow those procedures, you could lose your voucher assistance. The first thing you should do is notify JHA (in writing) of any problems you are having in your rental home, and ask for an "audit inspection" of your home.

What Should I Do with My Rent if I Withhold it?

If you withhold rent after delivering a written 7-day notice to your landlord, you should keep the rent money in your bank account or in another safe place. **DO NOT SPEND THE RENT MONEY ON OTHER THINGS. YOU MUST HAVE IT AVAILABLE**, and you must be ready to pay it to your landlord if they fix the problems or to deposit it into the court registry if your landlord files an eviction lawsuit against you. If an eviction lawsuit is filed and you do not deposit the unpaid rent into the court registry, you may lose the case automatically, without any chance to present your defense(s) to the judge.

What if My Landlord Tries to Evict Me for Withholding Rent?

Your landlord might file an eviction case against you for withholding your rent. But if you have properly withheld the rent after giving your landlord a written 7-day notice, and if you follow the steps in the Eviction Summons for responding to the Complaint, it should be very difficult for your landlord to win the eviction lawsuit.

If you properly withheld your rent because your landlord was not complying with the law, you will have a complete defense to an eviction case. You may also be able to raise the defense of "retaliation." In Florida, it is unlawful for a landlord to try to evict a tenant in retaliation for the tenant's complaints about code violations that are the landlord's responsibility.

Are There Resources to Help Me Fight the Eviction Lawsuit?

See JALA's brochures titled "Tenant Rights When Served with an Eviction Notice" and "Eviction for Unpaid Rent."

If you receive an Eviction Summons and Complaint from the court, you will need to read it carefully. You will be required to do two things:

1. File a written "Answer" in court. In your Answer, you respond to the allegations in your landlord's Eviction Complaint and you set forth your defenses (the reasons why you should not be evicted). Your Answer should explain why you withheld your rent, and you should attach a copy of the 7-day notice you delivered to your landlord before withholding your rent.
2. Deposit your unpaid rent into the court's registry. You must do this even if you properly withheld your rent, and even if you have a good defense to the eviction case.

Your landlord's Eviction Complaint should contain a statement of the amount of rent that has not been paid. If your landlord has stated the correct amount, you must deposit that amount in court. If your landlord has not stated the correct amount, you must deposit the correct amount of unpaid rent and add to your Answer a "Motion to Determine Rent." In your Motion to Determine Rent, you explain why your landlord is incorrect about the amount of unpaid rent and why the amount you are depositing into the court's registry is the correct amount. If you file a Motion to Determine Rent, you must attach supporting documentation.

If you do not file your Answer and deposit your unpaid rent in court within five days after being served with the Eviction Summons and Complaint, you may lose the case by default and be evicted. If you need help drafting your Answer, go to www.floridaevictionhelp.org. A guided interview will help you create a response to the eviction lawsuit.

Once you have filed your Answer and deposited your rent in court, you will wait to receive a notice of your court date. If rent comes due again before you go to court, you must deposit the rent in court, instead of paying it to your landlord.

When you go to court, you will need to present evidence to show the judge that you properly withheld your rent and that you should not be evicted. Your evidence might include:

- a copy of the 7-day notice you delivered to your landlord before withholding your rent;
- a copy of the City's inspection report that lists the code violation(s) in your rental home;
- pictures of the problem(s) in your rental home;
- witnesses (family members, friends or City inspectors) who have seen the problem(s);
- any retaliatory statements made by your landlord after you notified them of the problem(s) in your rental home;
- your written lease (if you have one); and
- any/all other documents relating to your rental home and the dispute with your landlord.

If the judge agrees that you properly withheld your rent and that you should not be evicted, he/she will then decide what to do with the rent money you deposited in court. Depending on how bad the problems were and how long they existed, the judge might give some or all of the rent money back to you.

What if I Decide to Terminate My Lease?

If you have given your landlord a 7-day notice that says you will terminate your lease, and if the repairs are not made within seven (7) days, you may consider your lease terminated and move out of the rental home. You should not delay for a long time. You should move your belongings out of the home and turn in your keys to your landlord soon after the seventh (7th) day. If you do not move out soon after the seventh (7th) day, you might lose some of your rights.

If you properly terminated your lease because your landlord was not complying with the law, you should not be charged any fees or penalized by your landlord in any other way. However, you should be aware that it does not always work as it should. Landlords often dispute tenants' reasons for terminating a lease, and they often try to penalize the tenants.

How Could My Credit be Affected if I Terminate My Lease?

You should be aware that if your landlord does not agree that you have a legal basis for terminating your lease early, your landlord might charge you an “early lease termination” fee or continue to charge you for rent after you leave. And landlords usually do not sue tenants for these fees because then the landlord would have to prove to a judge that the fees are valid, and the tenant could win the case by proving that he/she had a legal basis for terminating the lease. Instead, landlords usually just report these fees to the credit bureaus because the credit bureaus do not require any proof that the fees are valid.

This means that even if the tenant had a legal basis for terminating the lease, and even if the tenant did it properly, he/she still might end up with charges appearing on his/her credit report. This is not supposed to happen, but sometimes it does. All of this is why terminating your lease is considered the more extreme action to take, and why it should only be done in the more severe cases.

You should seek advice from JALA or another attorney before terminating your lease.

If you terminate your lease, you should keep all of the documentation listed on page 6, above. You will need documentation if your landlord challenges your right to terminate the lease.

What Can I Do if My Landlord Violates My Written Lease?

Your lease may place additional requirements on your landlord. Your landlord is required to comply with your lease (if you have a written lease), and your lease may add to your landlord's responsibilities under the Jacksonville code. For example, the Jacksonville code does not require landlords to provide air conditioning, but your lease may require your landlord to provide and maintain air conditioning equipment in your rental home. Your landlord must comply with your lease, even if it places more responsibilities on your landlord than the law does.

If your landlord is not meeting his/her responsibilities under your written lease, and the problem is **significant** (not just a minor inconvenience or annoyance to you), you have the right to terminate your lease and move without any penalty, even if the significant problem is not a code violation. You may also be able to file a claim for breach of contract and recover money damages against your landlord if you have been damaged by its failure to follow the lease.

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Tenants' Rights: When Your Landlord Demands You Move Out

YOU HAVE RIGHTS AS A TENANT!

This document explains your basic rights when your landlord orally asks you to move from your rental, gives you a written notice demanding you move, or files an eviction lawsuit against you.

CAN MY LANDLORD JUST THROW ME OUT?

No! A landlord may not change your locks, remove your belongings, shut off your utilities or do anything else to force you out of your rental home. Those kinds of self-help eviction measures are illegal. If your landlord tries to do any of those things, you should immediately call the police.

To evict you lawfully, your landlord must file an eviction lawsuit in court and obtain a court order permitting eviction. State law limits the reasons your landlord can evict you. Also, your landlord may not evict you unless/until the judge enters an eviction judgment, and the Sheriff comes to the property to enforce the judgment.

MY LANDLORD GAVE ME A WRITTEN NOTICE ENDING MY LEASE AND/OR TELLING ME TO MOVE FROM THE RENTAL UNIT, NOW WHAT?

A notice of lease termination or a notice to vacate is the landlord's written demand that you move out of the rental home by a certain date. In most cases, a landlord has to give you a written notice before it can file an eviction lawsuit. Depending on the circumstances, the notice must include certain information.

Notice to Pay or Move ("3-Day Notice")

If the notice claims rent is past due, it has to be in writing and state exactly how much money you owe. The notice has to give you at least 3 business days to either pay the money or move out of the rental. If you have to pay via mail, the notice has to give you an additional 5 days for mailing. The notice has to have the landlord's contact information. In some kinds of rentals, like some public housing or HUD subsidized rentals, the landlord has to give you more than 3 days to come up with the money or leave. If your lease calls other charges "rent," your landlord can include those amounts in the notice. If you live in federally assisted housing, your landlord may not have the right to call other charges "rent."

If you do not move out or pay the rent in the required time period, your lease terminates, and your landlord can file the eviction lawsuit. JALA has a separate brochure available about eviction lawsuits for unpaid rent.

Notice To Move Due to Lease Violation

The notice must be in writing, and it must explain the specific reasons for termination of the lease. In some cases, your landlord may have to give you the opportunity to "cure" or fix the lease violation before terminating the lease.

If you believe that you have not done anything to deserve eviction and that you are likely to win an eviction case, you may decide to stay and fight the eviction case in court. On the other hand, if you believe you are likely to lose the eviction case because of something you, your family members, or a guest have done in violation of your lease, you may wish to move out before any eviction case is filed against you. That decision is yours to make.

Notice to Move Due to Lease Expiration or Nonrenewal

If you have a written lease, your landlord has to give the kind of notice that your lease requires.

If you do not have a written lease, the notice has to be in writing, and give you a minimum amount of days to move, but your landlord may not be required to prove that you did anything wrong. JALA has a separate brochure available about lease renewals.

WHAT HAPPENS IF I DON'T MOVE OUT?

If you do not move out as demanded in the landlord's notice, the landlord may file an eviction lawsuit in court. If the landlord files an eviction lawsuit, you will get served with court papers, called the "Summons" and the "Complaint." The court papers may come in the mail, be posted on your door, or handed to a person 15 years old or older that lives in the rental.

The Summons explains what you have to do to respond to the eviction lawsuit. The Complaint explains why the landlord is trying to evict you.

Once you get the court papers, you have to respond within 5 business days if you want to contest the eviction lawsuit. The time to respond does not include weekends or court holidays. For example, if you get the papers on Friday, your answer is probably due the next Friday (7 days minus 2 days for Saturday and Sunday).

To respond to the eviction lawsuit, you have to:

- **File your "Answer."** Your Answer is just an explanation of whether you agree or disagree with the statements made by your landlord in the lawsuit. It also needs to include any legal defenses you think you have (for example, you paid the rent, or you didn't violate the lease, or the notice is bad, or you lawfully withheld your rent for serious code violations in the rental, etc.). Defenses are the reasons why you should not be evicted.
- On the top part of your Answer, copy the information from the top of the "Summons," including the plaintiff's and defendant's names, the name of the court, the case number and the division.
- Title your writing ANSWER and then write out whether you agree or disagree with each statement in the Complaint. Write out your defenses. You have to sign your

name and then type or print your name, address, and telephone number, if any, at the end of your Answer.

- If you have any documents that prove what you say in your Answer (like receipts), you should attach copies of those to your Answer.
- **Deposit the rent money the landlord said is owed in the Complaint into the court registry.** If the tenant’s Answer states a defense other than “my rent has already been paid,” the tenant must also deposit into the court’s registry the amount of rent that the Complaint states is owed to the landlord.
 - If another month of rent becomes due while the case is still going, you have to put the money for that month’s rent into the court registry on the due date. You have to keep doing this until the lawsuit ends.
- **File a “Motion to Determine Rent” if you disagree with the amount of rent the Complaint states is owed to the landlord.** A Motion to Determine Rent explains that there is a dispute about how much rent you owe and it asks the court to determine the correct amount you should put into the court registry. For example, if the landlord lists the wrong rent amount or if the Complaint includes amounts that you have paid already. You have to include together with your Motion documents proving what you are saying (like your lease showing your rent is a different amount, or receipts showing the rent that you already paid). A tenant who is filing a Motion to Determine Rent should go ahead and deposit into the court registry the amount of rent the tenant believes is owed.

For help drafting your response to the lawsuit, you can go to www.floridaevictionhelp.org. Our guided interview will help you draft your response.

Your Answer and Motion have to be filed with the Clerk of the Court in the county where the lawsuit was filed. In Duval County, the Clerk of the Court is located on the ground floor of the courthouse at 501 W. Adams Street, Jacksonville, Florida.

Make two copies of your Answer and Motion. Mail one copy to the landlord or their attorney, whose name and address is on the Summons you got. You keep a copy. If you want to e-file your response, you can set up an account at: <https://www.myflcourtaccess.com>.

If you do not both: 1) file your answer, and 2) either put the money in the court registry or file your Motion within 5 business days, the court can enter a “Default Judgment” against you. This means you automatically lose the case and can be evicted without even speaking to a judge.

HOW LONG DOES AN EVICTION CASE TAKE?

It depends on whether you properly respond to the eviction lawsuit. If you properly respond as described above, the judge should schedule a hearing. The hearing is usually scheduled within a few weeks after the case is filed.

At the hearing, each party gets a chance to speak to the judge and present evidence. After the hearing, the judge decides whether or not eviction is appropriate.

If the judge refuses to grant the eviction, the court will enter an order dismissing the case and you can remain as a tenant in the rental.

If the judge grants the landlord's request to evict you, the court will enter an "Eviction Judgment." After the judgment is entered, your landlord can ask for a "Writ of Possession." Once they get the Writ of Possession, it will be given to the sheriff. The sheriff will give you a copy or will put it on the door of the rental. It will explain that you have 24 hours to leave. If you do not leave by the deadline, the sheriff will come back and remove you. The sheriff will allow the landlord to change the locks and your landlord may put your things out by the curb.

Even if you do not properly respond to the eviction summons as described above, the eviction process in court usually takes at least 10 days from the date you receive the Eviction Summons and Complaint.

- You should be aware that an eviction case is a public record. Other landlords can see the case in the court's records, and that might make it difficult for you to find another place to rent.
- You should also be aware that in an eviction case, the losing party may be ordered to pay the winning party's court costs and attorney fees.

SPECIAL NOTE:

The information in this document applies to normal landlord-tenant situations, such as the rental of a house, a mobile home, or an apartment. It does NOT apply to some other situations, such as temporary occupancy in a hotel room or in a treatment facility. If you are not sure if you are covered by the landlord-tenant laws, you should apply for services at JALA or contact another attorney.

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NOTICE FROM TENANT TO LANDLORD – WITHHOLDING RENT FOR FAILURE OF
LANDLORD TO MAINTAIN PREMISES AS REQUIRED BY FLORIDA STATUTE §
83.51(1) OR MATERIAL PROVISIONS OF THE RENTAL AGREEMENT

To:

With a copy to:

| | |
|-----------------------|--|
| Landlord's Name | |
| Street Address | |
| City, State, Zip Code | |

| | |
|-----------------------|--|
| Name | |
| Street Address | |
| City, State, Zip Code | |

From:

| | |
|---------------|--|
| Tenant's Name | |
| Date | |

This is to inform you that you are not maintaining my dwelling unit as required by Florida Statute § 83.51(1) or material provisions of our rental agreement. If you do not complete the following repairs, non-compliance, violation or default within seven days, I intend to withhold future rental payment and/or terminate the rental agreement:

- | | |
|--|---|
| <input type="checkbox"/> The roof leaks <input type="checkbox"/> The walls are not weather tight or not in good repair <input type="checkbox"/> The stairs are unsafe or not in good repair <input type="checkbox"/> Windows and doors are not weather-tight or not rodent-proof or not in good working conditions <input type="checkbox"/> Outside doors do not have locks <input type="checkbox"/> Window panes have cracks or holes or outside window(s) missing screen(s) <input type="checkbox"/> Floors, walls or ceilings are not rodent-proof or not in good repair <input type="checkbox"/> There is no hot water in the kitchen or bathroom <input type="checkbox"/> Other, listed below | <input type="checkbox"/> The flush toilet is not in good working condition <input type="checkbox"/> Cooking and heating equipment provided by the landlord is not in working condition <input type="checkbox"/> There is inadequate garbage disposal facilities or garbage storage <input type="checkbox"/> There are not two working electrical outlets in each livable room <input type="checkbox"/> Every room does not have an outlet controlled by a wall switch <input type="checkbox"/> Electrical system is not in good working order <input type="checkbox"/> The landlord promised me something in the lease he or she is not providing |
|--|---|

This letter is sent to you pursuant to Florida Statute § 83.56.

Signature: _____
 Tenant's Name: _____
 Address, Unit Number: _____

 Phone Number: _____

This form was completed with the assistance of:

- JALA



SUMMARY CHECKLIST

This checklist may be used to plan and track a tenant's next steps if a landlord has failed to make needed repairs on rental property. You may wish to check the box and/or write the date of completion next to each step you take. You may also wish to make other notes on this checklist to track your efforts.

Determine if there are violations of local building, housing, or health codes.

- Call code enforcement and request it inspect your home for code violations. If the property is in the City of Jacksonville, call 630-CITY (630-2489).
- After an inspector comes to your property, request and keep a copy of the code enforcement report that lists any/all code violations.

If there are no local building, housing, or health codes in your county, determine if there are state law violations.

- If there are no local codes in your county, review Section 83.51(1), Florida Statutes to locate violations of state law.

If there are no code or state law violations, determine if there are lease violations.

- Sometimes a condition in the home does not violate the local code or state law, but it violates a landlord's obligations in the lease. For example, the local code might not require the landlord to provide air-conditioning, but the lease might require the landlord to maintain any air-conditioning equipment that is in the home.

If there are code or state law violations, prepare a written notice to your landlord to specify the violations and request repairs.

- Use the form "Notice from Tenant to Landlord - Withholding Rent for Failure of Landlord to Maintain Premises as Required by Florida Statute § 83.51(1) or Material Provisions of the Rental Agreement" to **withhold rent and/or to terminate your lease** if repairs are not made within seven (7) days.
- If there are code violations, you should attach (staple) a copy of the City's report listing the code violations. On the form you should write "see the attached list of code violations" or something to that effect.

If there are lease violations, prepare a written notice to your landlord to specify violations and request repairs.

- Use the form “Notice from Tenant to Landlord - Withholding Rent for Failure of Landlord to Maintain Premises as Required by Florida Statute § 83.51(1) or Material Provisions of the Rental Agreement” to **terminate your lease** if repairs are not made within seven (7) days.

Make several photocopies of your written notice to the landlord, along with any report you are attaching.

- You should make at least two photocopies before delivering the original to your landlord, and keep the photocopies for your records.

Deliver the written notice to your landlord.

- Deliver the original, not one of the photocopies. It is best to hand-deliver it to your landlord or an employee of the landlord, if possible. If hand-delivery is not possible, it should be sent by certified mail, and you should request a return receipt. Keep the proof of mailing with your photocopies of the notice.

Give your landlord a chance to make the repairs.

- Wait 7 days if your notice was hand-delivered; Wait 12 days if your notice was mailed. You must allow access to the home for the repairs to be made. If you request repairs and then deny access for the repairs to be made, you may lose your rights.

If no repairs are made within that time, take action.

- Either withhold future rent payments until the repairs are made, and/or move out of the property (depending on which notice you gave to your landlord).

This fact sheet is for general education only it is not intended to be used to solve individual problems. If you have specific questions contact a lawyer. The laws described here may change without notice. You may find additional resources at: <https://www.jaxlegalaid.org/get-help/self-help/pamphlets-videos/>. Revised December 2023.

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