

## Appeal Form for Refusal of Repair Request

**Name:**

**Address:**

**Full Details of Repair Requested:**

- *Provide as much information as possible, what exactly the issue is, when / how it occurred.*
- *Please attach photos where possible in support of your appeal.*
- *Include any other information which may be relevant in deciding this appeal.*

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**Grounds for Making Appeal**

- *Where the request was refused on the grounds of Tenant's Responsibility, please give reasons of why this matter may not be the tenant's responsibility. Refer to your Tenancy Agreement, and the LCC Tenant's Handbook as required.*
- *Where the request was refused on the grounds of Rent Arrears, please confirm that all arrears have been cleared, and that the repair is not a matter of Tenant's Responsibility.*

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*Use additional sheets as required. Include photos where possible. Please return completed forms to; Repair Requests, Housing Department, Laois County Council, Áras an Chontae, James Fintan Lalor Avenue, Portlaoise, Co Laois.*