



Task Title: Letter from Landlord

OALCF Task Cover Sheet - Learner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐ No ☐

Goal Path: Employment ☐ Apprenticeship ☐
Secondary School ☐ Post Secondary ☐ Independence ☒

Task Description: The learner will read a letter from a landlord about repairs and answer questions.

Main Competency / Task Group / Level Indicator:

- Find and Use Information/Read continuous text/A1.2

Materials Required:

- Pencil/pen and paper and/or digital device

Learner Information

Tenants rent an apartment or house or lease property to run a business. Tenants need to let the landlord know if there is a problem. As well, the landlord may let the tenants know when he or she is coming to fix something or to do regular maintenance.

Read the “Letter from the Landlord to the Tenants”.

Letter from the Landlord to the Tenants

Dear Tenants,

Thank you for sharing your concern about the kitchen sink. I will be coming by this Wednesday, January 15th, around noon to reapply the caulking around the sink. This will prevent water from leaking through. The swelling of the counter around the sink should go down a couple days after I fix it. If it does not, I would like to be informed so I can further investigate the problem.

Also, after I apply the caulking, you will not be able to use the sink for the next 12 hours. In the future, please wipe up any excess water after washing dishes to prolong the life of the caulking.

If you need to contact me, I can be reached at 905-555-1547(home) or at 905-555-6589.

Sincerely,

Mr. James Smith

Worksheet

Task 1: What are the two things the tenants are concerned about?

Answer:

Task 2: What is the landlord going to do about the problem?

Answer:

Task 3: How long should the tenants wait to contact the landlord if the problem still exists?

Answer:

Task 4: What may have caused the problem in the first place?

Answer:

Task 5: How can the tenant contact the landlord?

Answer:
