



Code Compliance Division
Code Enforcement
864-467-7090
www.greenvillecounty.org

TENANT/LANDLORD 14-DAY LETTER PROCESS

In order for the Code Enforcement Department to assist you, please **continue paying your rent**. The following must also apply:

- You must not be under eviction notice,
- You must currently be living in the dwelling,
- Your name must on the lease, and
- The dwelling cannot be Section-8 Housing.

The Landlord must have refused or have made no attempts to make the repairs to keep the dwelling in good, habitable condition.

If these circumstances apply to your situation, you must write a letter to the Landlord detailing all of the needed repairs. **Make sure to include the address of the dwelling in your letter. Keep a copy of your letter for yourself.**

Mail the letter by **Certified Mail** through the U.S. Post Office. You will receive the Green Card back from the Post Office once the letter has been delivered and signed by the Landlord.

Once you receive the Green Card back, you **must** do the following:

- **Wait 14 days** from the signature date (when the Landlord signed the Green Card),
- Bring the signed Green Card, copy of your letter, and any hard-copy photos you have taken to our Office at 301 University Ridge, Suite S-3100. The date and time must be on the photos, and
- At our Office, you will complete an Affidavit, which we will notarize.

Your Affidavit, copy of your letter, Green Card, and any photos will be given to one of our Code Enforcement Officers. You will then be contacted by the Officer to meet you at your home to complete an inspection.

You may also want to contact Greenville County Human Relations at 864-467-7095, also located at County Square at Suite S-4200. They can assist you with Tenant/Landlord laws.