



**Planning and Code Compliance Division
Code Enforcement**

**(864) 467-7090
www.greenvillecounty.org**

14 Day Letter Process

For Code Enforcement to assist you, please **continue paying your rent**. The following must also apply:

- You must **NOT** be under eviction notice
- You must currently live in the dwelling
- Your name must be on the lease
- The dwelling cannot be Section 8 Housing

The Landlord must refuse or have made no attempt to make repairs to keep the dwelling in good habitable condition.

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

Mail the letter by Certified Mail through the US Post Office. You will receive a green card back from the Post Office once the letter has been delivered to the Landlord.

Once you receive the green card, 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 the letter, and any hard copy photos you may have to our office. Date and time must be on photos.
- At our office, you will complete an affidavit, which we will notarize

Your affidavit, copy of the 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 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 in Suite 1600. They can assist with Tenant/Landlord laws.