

Tenant record-keeping sheet

Create your own record and update it regularly. It will help you protect your rights and resolve any disputes.



Record Type	Description / Details	Date(s)	Notes/Follow-up
Notices from Landlord	(e.g., N4, N12, N13, notice of entry)		Pay attention to the timeline on the notice
Maintenance Requests	(e.g., heater broken, pest issue, leak)		Include how/when you reported it
Conversations with LL	(e.g., verbal agreements, promises, disputes)		Who said what and when?
Rent Receipts/Payments	(proof of rent paid, partial payments)		
Letters/Emails Sent	(copies of formal complaints or requests)		
Photos/Documents	(of damage, unsafe conditions, etc.)		Keep digital backups too

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