

Tenant Water Damage & Moisture Documentation Log

Evidence-based structural drying & mold prevention | Non-commercial educational printout

INTENDED AUDIENCE: Renters, Tenants, Housing Advocates, and Tenant Legal Aid Counsel
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Document Overview & Purpose

A standardized written record template for tenants to log date-stamped moisture observations, landlord communications, repair requests, and habitability impacts.

Key Inspection Modules Included:

- Date, time, and location tracking for water intrusion incidents
- Photo and video inventory log with file naming best practices
- Landlord written notification template and delivery confirmation tracking
- Impact tracking on personal belongings, habitable rooms, and indoor air
- Local code enforcement and tenant advocacy escalation checklist

Checklist Action Items & Inspection Checkpoints:

Initial Discovery & Evidence Logging

- ☐ Record exact date, time, and room where water intrusion or dampness was first observed.
- ☐ Take wide-angle photographs showing context and close-ups showing dripping or staining.
- ☐ Note any musty odors or visible dark staining along baseboards and window frames.
- ☐ Store original photo files in cloud storage with intact timestamp metadata.

Landlord Written Notice & Communication

- ☐ Notify property management immediately in writing (email, tenant portal, or certified mail).
- ☐ Clearly describe specific problem, exact unit location, and date first observed.
- ☐ Keep copies of all sent messages, maintenance ticket numbers, and response emails.
- ☐ Follow up telephone conversations with written email confirmations.

Habitability & Property Tracking

- ☐ Log any rooms rendered unusable due to standing water or ceiling collapse hazard.
- ☐ Create an itemized inventory of damaged personal belongings with photos.
- ☐ Do not discard damaged high-value personal items until renter insurance adjuster approves.
- ☐ Request municipal housing code inspection if landlord refuses necessary drying repairs.

NONPROFIT & POLICY DISCLOSURE

This educational document is provided for public awareness and does not substitute for licensed engineering, plumbing, or mold remediation services. Download updates at <https://motsdouarts.com/water-damage-restoration/downloads/>

