

Record Keeping Tips.

For tenants, keeping records is important. While it might feel like more work now, it will mean less stress later. Having records of your payments and repairs can help you avoid an eviction.

Here's what to keep:

- Your lease and all attachments and addendums to your lease
- Proof of rental payments (receipts)
- The dates and times of conversations you have with your landlord or property manager about your rental, what you discussed, and who you talked to.
- Any agreement you make with your landlord or property manager. Be sure to get the agreement in writing – either via email, letter, or even texts.
- Any notices you give your landlord and the date you delivered it.
- Photos of problems with your rental – with time stamps, if possible.
- If you are dealing with a habitability and repair issue with your rental, see the handout “What Is Habitability” for more details:
 - Receipts for essential services that you had to get from someone else because these services were not properly provided for by your landlord.
 - Receipts for any substitute housing expenses.
 - Itemized bill from licensed contractor if you had to exercise self-help remedies.

https://housing.az.gov/sites/default/files/documents/files/Landlord-Tenant-Act-ADOH-Publication-July-2018_0.pdf