START HERE

Read this page first · it tells you where your files are and which one to open.

Where your files live

- Your files live in your Etsy account. Go to Etsy · Purchases · Download Files.
- Nothing ships. Your download is ready the moment your payment clears.
- Save a backup copy to your phone, computer, or cloud drive.

How to open everything

- PDFs open in any free PDF reader (phone, tablet, or computer).
- If your download arrives as a .zip, tap or double-click it to unzip, then open the files inside.
- The spreadsheet (.xlsx) opens in Excel or Google Sheets (free).

Which file is for what

- Flat US Letter PDF · print at home or at a copy shop.
- Flat A4 PDF · for A4 printers.
- Ink-friendly B&W US Letter PDF · saves ink, photocopies cleanly.
- Fillable PDF · tap-type on your phone, no printing required.
- Spreadsheet (.xlsx) · working formulas with demo data you can replace.

Your bonus file

A free A4 ink-friendly black-and-white version is linked in your Etsy thank-you message after purchase. The link is also the fastest way to re-download if you switch devices.

Stuck? Talk to a human

Message us here on Etsy and we will help you get it open. Tell us your device (phone, tablet, computer) and what you see on screen · that gets you a fix fastest.

The Moment This Solves

Before any warning or notice, a landlord needs proof that holds up: dated, timestamped photos tied to the exact lease clause and the exact place. This log builds that evidence file first · calmly, accurately, and only from what was actually seen.

How this kit works

- Step 1: name the lease clause, quoted exactly (page 3).
- Step 2: shoot the photo protocol, wide then close (page 4).
- Step 3: log every observation with date, time, place (pages 5-6).
- Step 4: record witnesses, visits, and follow-ups (pages 7-9).

At a glance

Property address / unit:

Tenant name(s) as on the lease:

Observed by:

First observation date:

This log records what was observed and photographed. It does not decide whether a lease was violated, what notice is required, or what happens next · those questions are for an attorney, using your lease and local rules.

Lease Clause Snapshot

Quote the clause you believe applies, exactly as written in the signed lease · page and clause number included. If the lease does not cover it, write that plainly.

Lease clause, quoted exactly:

Clause / page number in the signed lease:

Lease start date (as written):

Who signed the lease (names):

What the clause does not cover (honest gaps):

- ☐ The quote was copied from the signed lease, not a template or summary.
- ☐ Assistance-animal and other accommodation pauses were considered before logging · if one may apply, stop and get advice first.

Photo Protocol · Wide, Then Close

Evidence photos fail when they could be anywhere, any day. Shoot in this order and keep the originals untouched, with timestamps on.

- [ ] One wide shot showing the place in context (address, unit, or landmark visible).
- [ ] One mid shot of the specific area, then close-ups of the condition itself.
- [ ] A scale reference (coin, key, or ruler) in close-ups where size matters.
- [ ] Date and time settings on, originals unedited and backed up the same day.
- [ ] Never enter a home or private area you do not have a right to enter · exterior and lawful-access areas only, and log how you accessed each place.

Photos taken by (name):

Camera / phone used:

Where originals are stored and backed up:

Observation Log · What Was Actually Seen

One line per observation: date, time, place, and only what was seen or heard directly. No conclusions, no guesses about intent · facts hold up, opinions do not.

Date / time	Place	Observed (facts only)

Observation you could not photograph (describe exactly):

Conditions at the time (weather, light, access):

Photo Index · Every Frame, Numbered

Number the photos in shooting order and tie each one to its observation line. An indexed set can be followed by anyone; a camera roll cannot.

Photo #	Date / time	What it shows

- [ ] Every observation on page 5 that cites a photo has a matching index line here.
- [ ] No photo was deleted from the sequence · gaps are explained, not hidden.

Witness & Visit Log

Other eyes matter. Record who else saw the condition, when you lawfully visited, and what notice of the visit you gave · exactly as it happened.

Date	Who / visit	What they saw or did

Visit notice you gave (date, method, their reply):

Witness contact details you have permission to keep:

Follow-Up & Cure Check Log

If a warning was given or a fix was promised, track it here: what was sent, what was promised, and what a lawful re-check actually found.

Date	Action / check	Result seen

Warning or notice sent (date / method / copy kept where):

Promise made, in their words, and its date:

Re-checks use the same lawful access as the first visit, and only the access you actually have. This kit states no cure period, notice rule, or re-entry right as applying.

File Integrity & Handoff Record

An evidence file is only useful if its handling is clean. Record who held it, who received a copy, and when · and never edit originals after the fact.

File assembled by / date:

Copies given to (name / date / method):

Originals location (unchanged since backup):

Anything added later, dated and labeled as later:

- ☐ Originals are untouched · any working copies are clearly copies.
- ☐ Late additions are dated with the day they were actually made.

Closeout & Questions for a Professional

Close the log while the facts are fresh. The complete, indexed file is what you hand to a professional · not a summary from memory.

Closeout checklist

- ☐ Clause snapshot, observations, photo index, and logs are filed together.
- ☐ The spreadsheet evidence log matches the paper file, line for line.
- ☐ Originals remain backed up, unedited, in shooting order.

Questions to ask a professional

- Ask your attorney: is this evidence file ready to support the step I am considering?
- Ask yourself before any notice: does every claim in it trace to a log line and a photo?
- Ask in writing, and keep the reply: please confirm you received this file.

This log is a general documentation tool you complete from your own observations. It is not legal advice · consult an attorney about your situation. It states no lease-enforcement law, cure period, or notice rule as applying.