

## LANDLORD DAMAGES WORKSHEET

The only appropriate charges are for your actual costs and expenses (that is, “damages”). You cannot lawfully charge replacement costs for items that were old or damaged when the tenant took possession of your property. Please use your best estimate of *depreciated* values and not *replacement* costs for materials. The symbol ★ represents a request for required documentation to support a particular claim.

**SECTION 1 Case and Parties Identification:**

- Landlord Name: \_\_\_\_\_
- Tenant Name(s) \_\_\_\_\_
- Case Number: \_\_\_\_\_ (if any)
- Tenant’s Last Known Address for sending notice of hearing: The following address will be used if you do not have a forwarding address:

Last known Address (landlord’s property address)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Forwarding Address (if known):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SECTION 2 Rent, Late Charges and Deposit Information:**

- Did you have a written rental agreement with the tenant (check one)? yes no  
 ★If “yes” include a legible copy (both sides) of the rental agreement on 8 ½” X 11” paper and include all addenda and other attachments (e.g. pet addendum, smoke detection device notice, etc.)
- Did you collect a damage and security deposit from the tenant (check one)? yes no  
 If “yes” how much did you collect for the deposit (do not include any non-refundable fees you collected)? \$\_\_\_\_\_
- Did you account for this deposit after your tenant vacated (check one)? yes no  
 ★If “yes,” include a copy of the condition checklist, and deposit accounting.

Note that you must account for the deposit within 14 days after your tenant vacates, or you may be required to return the deposit even though the former tenant left substantial damages.

- The monthly rent was \$\_\_\_\_\_, the rental agreement provided for a monthly late charge of \$\_\_\_\_\_.
- The delinquent rent and late charges provided for in the rental agreement itemized by month and amount are:

Month/Year	Rent	Late charge
<b>Total</b>	+	= _____

**SECTION 3 Utilities:**

- Was the tenant required to pay any utilities (check one)? yes no  
If “yes” did the tenant vacate leaving unpaid utilities for which the landlord is or will be obligated to pay (check one)? yes no

- List the unpaid utilities and the balance owing for which the landlord is obligated to pay

<u>Utility (e.g. City water)</u>	<u>Amount Owing Through Date Tenant Vacated</u>
	\$
	\$
	\$

★Include a copy of the invoice, statement or billing for each utility.

- If the balance due on the Billing does not match the Amount Owing Through Date Tenant Vacated, please explain the difference.

**SECTION 4 Moving and Storage Expense:**

- Did you move any of the tenant’s personal property into Storage (check one)? yes no
- The Costs of Moving and storing are \$\_\_\_\_\_

★Include copies of invoices and/or receipts from any movers or moving and storage companies.

**SECTION 5 Damages to Property**

- Did the tenant leave damages in excess of ordinary wear and tear (check one)? yes no  
If “yes” please summarize the damages:

Did you take photographs showing the damages you former tenant caused to the property? (check one)? yes no (photos are not required, but can be helpful in substantiating the claim).

★If “yes” include copies of the photos. DO NOT mark on the front of the photo. Please write *on a postit note on the back* of each photo the date taken, who took the photo and what the photo shows.

- List each expenditure required to restore or repair the property including the date, the payee, the amount you paid, the depreciated amount, and describe the reason for the expenditure (e.g. repair to kitchen door, dump fee, paint). Remember, you cannot lawfully charge replacement costs for items that were old or damaged when the tenant took possession of your property. Your claim is only for damages *in excess* of ordinary wear and tear. Use your best estimate of *depreciated* values and not *replacement* costs for materials.

<b>Date</b>	<b>Payee</b>	<b>Actual Amount</b>	<b>Depreciated Amount</b>	<b>Description</b>

★For each expenditure, please a copy of the receipt, purchase order, contractor’s estimate or other documentation to substantiate the expenditure. Add additional pages if necessary

**SECTION 6 Labor Costs:**

•List the time you expended cleaning and otherwise restoring the property to its original condition excepting ordinary wear and tear. Attach additional pages if necessary

Date	Hours	Description

•A reasonable or actual hourly rate for cleaning and restoring the property is \$ \_\_\_\_\_ per hour.

★Include all receipts, invoices, and/or itemizations from cleaning people or cleaning/restoration contractors. If you did the cleaning and restoring please complete the following itemization or attach a statement itemizing the number of hours spent cleaning/restoring, the date and a brief description of how the time was spent (e.g. removed rubbish and debris from back yard). Please note the name or names of people who helped you.

**SECTION 7, Other**

•List and explain any other additional expenses not listed above you may have incurred to restore the property to its original condition excepting ordinary wear and tear.

\_\_\_\_\_

★Include bills, receipts, invoices or other documentation to support each expense.

**SECTION 8, Declaration**

•I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. By signing this statement I acknowledge that I am the landlord or I am the landlord’s agent and that I have the authority to negotiate on behalf of the landlord and fully settle claims on behalf of the landlord, that I have made a good faith effort to provide accurate information, that the claims are made in good faith for the purpose of reimbursing the owner/landlord for actual monetary damages incurred by the owner/landlord because of the former tenant(s)’ breach of his/her/their legal and contractual duties. I further declare that I am not seeking damages for items that are not lawfully owed by the former tenant or are for repairs and restoration in excess of ordinary wear and tear. These claims are not asserted for the purpose of annoying or harassing the former tenant.

**DATED** \_\_\_\_\_ 200\_\_ and **SIGNED** at \_\_\_\_\_ (city) State of \_\_\_\_\_.

Print Name and Title: \_\_\_\_\_