RENTAL DEPOSIT EVIDENCE REVIEW

Build the baseline

Write facts and sources before filling the main table. Do not guess at missing information.

Project or subject

Date or period

STEP 1 Keep dated condition evidence and correspondence as separate checks.

STEP 2 Identify the original source without replacing or rewriting it.

STEP 3 Record missing context and the next question for the relevant party.

STEP 4 Which fact or document still needs checking?

RENTAL DEPOSIT EVIDENCE REVIEW

Keep a dated record

Record what actually occurred. Reprint this page whenever you need more rows.

Reference period

Review date

RECORD OR REVIEW DATE	ROOM OR EVIDENCE REFERENCE	PERSON RESPONSIBLE	REVIEW PROGRESS	ORIGINAL SOURCE AND QUESTION TO CLARIFY

Outstanding question or record to confirm

RENTAL DEPOSIT EVIDENCE REVIEW

Make the next step happen

Each useful action has an owner, a date and a result that can be checked.

ACTION 1 Keep dated condition evidence and correspondence as separate checks.

Concrete next action

Owner / due

ACTION 2 Identify the original source without replacing or rewriting it.

Concrete next action

Owner / due

ACTION 3 Record missing context and the next question for the relevant party.

Concrete next action

Owner / due

IMPORTANT CONTEXT

This is a personal evidence checklist, not a legal assessment of deductions, deadlines or deposit entitlement.

- [ ] Source checked
- [ ] Next action assigned