

Tenant Damage Charge Workbook

A structured evidence and cost ledger for turning move-out observations into a reviewable internal package.

Start with the record

Use one line per condition. Separate what was observed from what it may cost. Keep source photos, invoices, and policy references with the file.

Evidence rule: describe the condition before naming a charge. Normal wear, prior condition, responsibility, and local requirements need appropriate review.

01 / Move-out file

Property / unit

Move-out date

Reviewer

Inspection date

Account reference

Package due date

02 / Evidence capture

- | | |
|---|---|
| ☐ Move-in condition source located | ☐ Vendor or internal estimate source saved |
| ☐ Move-out inspection notes complete | ☐ Policy / lease reference located |
| ☐ Photo set labeled by room / item | ☐ Questions and conflicts flagged |

Evidence ledger

One condition. One source. One review path.

Room / item	Observed condition	Evidence ref.	Source / estimate	Review note

Cost reconciliation

Line item	Amount	Source checked?	Reviewer initials
	\$	☐	
	\$	☐	
	\$	☐	
Total under review	\$		

Package check

- ☐ The narrative matches the evidence references
- ☐ Amounts trace to a source or documented estimate
- ☐ A reviewer has resolved open questions

Disclaimer: RCA provides operational consulting, not legal advice or property management. This workbook does not determine liability, deductions, or enforceability. Consult qualified counsel and follow applicable lease, local, and state requirements.