

Tenancy timeline worksheet

A place for landlords and tenants to put the facts and records in order.

If an eviction notice or court papers arrive, seek advice promptly.

Organizing records must not delay a response. Seek advice as soon as you receive the papers. Do not use this worksheet to calculate a deadline.

01 The property and the people

PROPERTY ADDRESS / UNIT

YOUR NAME

YOUR ROLE (LANDLORD / TENANT / OTHER)

COURT (IF ANY)

CASE / DOCKET NUMBER (OPTIONAL)

02 Lease and renewal records

LEASE START DATE

LEASE END DATE (IF ANY)

RENEWAL / EXTENSION DATE(S)

LEASE, RENEWAL OR EXTENSION RECORDS YOU HAVE (INCLUDE ORAL AGREEMENTS)

03 Key papers and confirmed dates

Keep the papers and envelopes. Leave deadlines blank until confirmed with counsel or the court.

PAPER / DOCUMENT	DATE PRINTED	DATE RECEIVED	CONFIRMED DEADLINE	CONFIRMED BY / DATE

04 What happened, and when

Include both your actions and the other party's actions. Continue on page 2.

DATE	WHAT HAPPENED	SUPPORTING RECORD

For organizing records only. Not a court filing or a deadline calculator.
Keep completed copies private. Do not post personal information online.

The sequence of events

Continue your timeline here. Use additional copies of this page if needed.

05 Records that may help you fill in the gaps

- Lease terms and renewals
- Repairs, requests and photographs
- Rent payments, deposits and receipts
- Texts, emails and letters
- Notices, envelopes and delivery records
- Court papers, filing confirmations and service records

Use exact dates when known; label estimates. Distinguish firsthand observations from information provided by others, and identify the source.

APPEARANCE FILED (IF ANY)

ANSWER FILED (IF ANY)

HEARING DATE / TIME (IF ANY)

DATE	WHAT HAPPENED	SUPPORTING RECORD

06 Questions for counsel

What needs a response? Which dates need confirmation? What records are missing?