

Rental Property Damage Incident Report

Property & Tenant Information

Property Address:

Unit/Apt #:

Date of Incident:

Tenant Name(s):

Phone/Contact:

Description of Damage

Describe the damage and location:

Date and time discovered:

Were there any witnesses?

Photos attached:

Cause of Damage

Briefly explain how the damage occurred:

Was the damage accidental or due to negligence?

Repairs (if any)

Have any repairs been made or attempted? Specify:

Estimated/Actual repair cost (if known):

Tenant Liability Statement

I, the undersigned tenant, acknowledge the above incident and understand I may be held liable for the cost of repairs if the damage is determined to be due to my actions or negligence, as per the rental agreement. I affirm that the information provided in this report is accurate to the best of my knowledge.

Tenant Signature Date

Landlord/Property Manager Signature Date

Important Notes

- Both tenant and landlord/property manager should retain a copy of this report.
- Supporting documentation (photos, invoices, communication) should be attached where possible.
- Accurate and honest reporting helps ensure fair responsibility and resolution.
- This document does not determine liability but provides key information for assessment.
- Consult the lease agreement and local tenant laws regarding dispute resolution and damages.