



## How to Document Landlord Harassment

When landlord harassment happens, your documentation is your power. The goal is to create a clear record of what happened, when, who witnessed it, and what proof supports it. Below is a guide on how to document evidence effectively and make sure you are prepared to submit your claim.

### 1) Put everything in writing.

After calls or in-person conversations, document everything immediately by summarizing what was discussed or occurred and confirming it via text or email.

### PHOTO AND VIDEO BEST PRACTICES

- Create and save everything in an evidence folder.
- Take photos in good light and from straight on.
- Capture both wide and close-up shots for context and detail.
- Photograph conditions repeatedly over time (ex: no hot water, leaks, mold).
- Include something that shows scale when helpful (ex: object/ruler for damage).
- Take pictures on a flat surface and make sure the full page + all corners are visible.
- Avoid editing or using filters.
- Keep a second copy of all evidence in a backup folder.
- Include written descriptions for all photo, video, and audio files.

## 2) Save and photograph everything.

Take photos of every notice, letter, or document you receive. Document repairs needed, unsafe conditions, missing services, and any changes over time.

## 3) Track financial impacts.

Keep receipts and notes on costs (repairs you paid for, missed work, lodging, etc.).

## 4) Document health impacts.

If landlord harassment affects your physical or mental health, consider seeing a provider and keeping copies of records.

## 5) Note household impacts.

Write down how children, elders, or people with disabilities/medical conditions are affected.

## 6) Protect your digital evidence.

Screenshot texts, save voicemails, back up photos/emails, and keep copies outside your phone.

## 7) Keep a harassment log.

Track dates, times, what happened, who was involved, witnesses, and any proof (photos, texts, letters). Get a harassment log sample on our website.

### COMMON MISTAKES THAT WEAKEN YOUR DOCUMENTATION

- **Don't** rely on memory. Write everything down while it's fresh.
- **Don't** keep evidence only on your phone. Save everything in a backup location.
- **Don't** edit screenshots or photos (filters/cropping can remove details).
- **Don't** send emotional messages you wouldn't want shown later. Keep everything factual.
- **Don't** throw away envelopes, documents, or notices, even if they feel minor.
- **Don't** record audio/video in private without understanding consent laws. If you're considering recording an area of your building or a private conversation among other tenants, ask a trusted legal service provider first.



Learn more at  
[lataho.org](https://lataho.org)