

## Worksheet B

### What You Will Need to Gather, Prepare, and Know Regarding Out of Pocket Expenses

*Instructions: Use this worksheet a guide to create notes about what you will need to tell the court regarding out of pocket expenses you made because the defendant(s) did not make repairs. If one of the items on the work sheet is not applicable to you, you should skip it. You will not be able to read your notes out loud in court as your testimony, but completing this worksheet can help you prepare to organize what you want to say and you can ask a judge or magistrate whether you can look at your notes before you finish testifying to make sure you said all you want to say. The judge or magistrate will let you know whether you can look at your notes or not and will likely tell you to put your notes out of sight after you finish looking at them. You should also make sure to have three copies of any photographs, letters, documents, reports, estimates, receipts, etc. you want to show to help prove your case at the hearing; one copy for you, one for the defendant(s) and one for the judge or magistrate. You should have some sort of receipt, invoice, or estimate for every expense you are asking the court to award you. For increased utility bills, you should be able to show both the increased utility bills and what the utility bills were prior to the repair issue that caused the increase; if possible, the prior bill should be from the same month of the year. For example, if you present a bill showing an increased amount in February 2023, you would also show a bill from February 2022 when there was not a repair issue affecting the bill. This can help show what the bill should have been but for the repair issue. If you want to show video, you may not be allowed to play video on your cell phone; contact the Clerk of Court to ask what you need to do to be allowed to show the video in court.*

- The following personal property I own or owned was damaged or destroyed by the

Landlord's failure to make repairs:

- Item 1: \_\_\_\_\_ was damaged/destroyed by \_\_\_\_\_  
\_\_\_\_\_ problem; the item was worth \_\_\_\_\_ (use value of item in actual condition not new or replacement value) before the problem and it was worth \_\_\_\_\_ after the problem.
- Item 2: \_\_\_\_\_ was damaged/destroyed by \_\_\_\_\_  
\_\_\_\_\_ problem; the item was worth \_\_\_\_\_ (use value of item in actual condition not new or replacement value) before the problem and it was worth \_\_\_\_\_ after the problem.
- Item 3: \_\_\_\_\_ was damaged/destroyed by \_\_\_\_\_  
\_\_\_\_\_ problem; the item was worth \_\_\_\_\_ (use value of item in

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*actual condition not new or replacement value*) before the problem and it was worth \_\_\_\_\_ after the problem.

- I had to buy the following items because of the Landlord's failure to make repairs within a reasonable period of time after receiving notice (*i.e. space heater*): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

It cost me \_\_\_\_\_ to buy the items listed above.

- I made the following repairs myself because the Landlord's failure to make repairs within a reasonable period of time after receiving notice: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

It cost me \_\_\_\_\_ to make these repairs.

- I had to find other housing or shelter (*i.e. hotel stays*) on the following days because of the problems in the rental property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

It cost me \_\_\_\_\_ to stay in other housing or shelter on these days.

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- My \_\_\_\_\_ utility bills have increased significantly since \_\_\_\_\_  
\_\_\_\_\_ problem occurred and the Landlord  
failed to make repairs within a reasonable period of time after receiving notice. I believe  
this problem caused the increased utility bill because: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The increased utility bills have cost me \_\_\_\_\_ more than I  
would normally have paid.

- I had the following other expense because of the Landlord's failure to make repairs  
within a reasonable period time after receiving notice: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This other expense has cost me \_\_\_\_\_.