

# Chronology of events

Name: \_\_\_\_\_ Matter: \_\_\_\_\_ Court / file no.: \_\_\_\_\_  
Prepared: \_\_\_\_\_

List each event on its own row, in date order. Keep every entry to a plain fact and a date — no opinions or arguments. Note where your evidence for each item is (an email, a letter, a photo, a file note). If you are not sure of a date, give your best estimate and write “approx.”.

| Date        | What happened                                                                             | Source / evidence        |
|-------------|-------------------------------------------------------------------------------------------|--------------------------|
| 14 May 2026 | Reported the leaking hot water system to the agent in writing.                            | Email to agent, 14 May   |
| 2 Jun 2026  | Followed up by phone. Agent said, words to the effect of, a plumber would come that week. | File note of call, 2 Jun |
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The two shaded rows above are examples — delete them and add your own.