



Seattle Landlords: Year-End Property Checklist

A comprehensive property, financial, and legal checklist for Seattle landlords preparing for the upcoming year.

1. Lease & Tenant Review

- Review all leases expiring in the next 6–12 months
 - Identify residents to renew
 - Identify residents to non-renew
 - Check month-to-month tenants
 - Confirm rent amounts and compare to current market data
 - Assess tenant performance (payments, communication, care of property)
 - Prepare renewal strategy for Q1
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2. Compliance & Legal Requirements

- Confirm Washington State landlord business license is active
 - Confirm Seattle business license (if applicable)
 - Verify RRIO registration is current
 - Check whether a RRIO inspection is due
 - Review updated Washington and Seattle rental laws
 - Ensure lease templates and notices are legally compliant
 - Confirm move-in inspection documentation is complete
 - Confirm move-out documentation process is ready for 2026
 - Review deposit handling procedures
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3. Property Condition Assessment

- Conduct exterior inspection (roof, siding, windows, doors)
- Inspect for leaks, drafts, or moisture issues
- Inspect plumbing for leaks or low insulation
- Confirm heating system works efficiently
- Test smoke and carbon monoxide detectors
- Check walkways, steps, and railings for safety

- Review landscaping or tree-related hazards
 - Create maintenance priority list for Q1–Q2
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4. Winter Maintenance & Safety

- Schedule furnace or heat system servicing
 - Clean gutters and downspouts
 - Inspect roof for missing shingles or moss
 - Check pipe insulation in vulnerable areas
 - Ensure exterior lighting is functioning
 - Provide winter guidance to residents (pipe care, condensation, ventilation)
 - Confirm emergency maintenance plan is active
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5. Financial Performance Review

- Review total rent collected vs expected
 - Evaluate vacancy days per property
 - Review all maintenance and repair expenses
 - Confirm vendor invoices and receipts are organized
 - Assess ROI for each property
 - Identify underperforming rentals
 - Update 2026 operating budget
 - Set maintenance and CapEx goals for 2026
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6. Insurance Coverage Check

- Review landlord insurance policy terms
 - Confirm liability coverage limits
 - Confirm loss-of-rent coverage
 - Review deductible amounts
 - Update policy based on recent upgrades or rent changes
 - Confirm active tenant renter's insurance where applicable
 - Ensure insurance documents are stored digitally
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7. Documentation & Records Organization

- Organize digital versions of all leases
 - Consolidate move-in and move-out inspection photos
 - Save work orders and maintenance receipts
 - Organize vendor contracts
 - Save copies of all notices issued in 2025
 - Create a central file system by property
 - Ensure backups exist in cloud storage
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8. Resident Communication

- Send year-end message to residents
 - Provide holiday office and maintenance hours
 - Remind tenants of emergency vs non-emergency request process
 - Share winter safety best practices
 - Provide any early notices about upcoming inspections or upgrades
 - Review tenant communication patterns for 2026 planning
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9. Strategic Planning for 2026

- Decide whether to renew, upgrade, or sell each property
 - Evaluate whether to refinance existing mortgages
 - Consider adding a new rental property in 2026
 - Review whether self-managing is still efficient
 - Consider partnering with a professional property manager
 - Set rental goals for 2026 (vacancy, pricing, maintenance, upgrades)
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10. Optional: Partnering With a Professional Management Company

If tasks feel overwhelming, consider professional help.

- Schedule a property review consultation
- Compare management services and pricing

- [] Request rental market analysis
 - [] Assess potential savings and reduced workload
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Disclaimer:

This resource is provided for general informational purposes only. It may not address every situation, and we encourage property owners or landlords to confirm details with their own legal or professional advisors before making decisions.

If you'd like to learn how these apply to your property, you can either book an appointment or contact our property management specialists:

- Govind Davis – Calendar Link | govind@gpsrenting.com | 206-203-0499
- Haobang Lu – Calendar Link | haobang@gpsrenting.com | 206-752-1614