












Year-End Lease Administration Checklist

A structured review framework for real estate and lease administration teams.

1. Validate All Critical Dates

-  Renewals and expirations
-  Notice periods
-  Rent commencements
-  Rent escalations
-  Termination options
-  Holdover risks

2. Confirm All Amendments and Modifications Are Entered

-  Rent adjustments
-  Early terminations
-  Expansions or contractions
-  Option exercises
-  Updated rentable areas



3. Reconcile All Rent Schedules

- Scheduled increases
- CPI or market adjustments
- Rent holidays
- Percentage rent (if applicable)
- Any landlord-provided updates

4. Prepare for the Next Fiscal Year

- Upcoming renewals
- Expirations
- Rights and options
- Planned occupancy changes
- Construction or space planning needs

5. Clean and Organize Lease Documents

- Leases and amendments
- Exhibits and attachments
- Floor plans
- Landlord correspondence
- Finalized change documentation



6. Cross-Check Data With Accounting

- Commencement dates
- Rent steps and schedules
- Area changes
- Confirm modifications
- Resolve discrepancies

7. Validate Landlord & Vendor Information

- Contact information
- Remittance instructions
- Tax IDs / W-9s
- Payment details
- Escalation formulas

8. Review CAM & Operating Expense Reconciliations

- Prior-year CAM true-ups
- Pass-through adjustments
- Dispute tracking
- Documentation completeness



9. Prepare Reporting Packages

- Critical date reports
- Lease abstracts
- Renewal/expiration summaries
- Rent schedules
- Amendment logs

10. Resolve Open Tasks Before Year-End

- Abstraction backlogs
- Pending landlord issues
- Temporary workarounds
- Open tickets

1 . Verify User Access & Permissions

- Remove outdated access
- Update roles
- Audit reviewer permissions
- Ensure correct visibility levels