Dwellings Owner Filing Guide

Step-by-step filing with the Attorney General, Seattle Police, King County District Court, the Department of Licensing, and the FBI (IC3) — plus first steps to protect your property.

Dwellings Seattle Landlord Impact Group · dwellingslandlordimpact.com · Updated October 7, 2026

General information, not legal advice.

Protect yourself first

> This is general information, not legal advice.

Before you file anything, these are the steps that stop further loss. Filing recovers the past; these protect what's next.

1. Stop rent going to Dwellings

Contact your tenant in writing and tell them not to pay Dwellings. Terminate your management agreement in writing for material breach. Then either sign a new manager or manage the property yourself. Owners have done both; several used a written addendum to the existing lease changing only the manager, rather than signing a whole new lease.

2. Preserve your records

The AppFolio owner portal is now offline. If you already exported your management agreement, ledgers, owner statements, work orders and inspection reports, save copies in two places and keep them safe. If you did not, you have lost direct access — reconstruct the money trail from your own bank records (the deposits Dwellings used to make to you, and the date they stopped), your management agreement, your emails, and your tenants' payment records. Gaps in the record are themselves worth documenting.

3. Rekey the locks

Dwellings held spare keys, and owners report they were labeled with owner names and property addresses. Owners have rekeyed for around $10 doing it themselves, or mailed the tenant a new handle and deadbolt — usually cheaper than a mobile locksmith call-out.

4. Check your Seattle rental registration (RRIO)

Several owners have found their Rental Registration and Inspection Ordinance registration was never filed or never renewed. The registration is the owner's legal obligation, not the manager's, so the exposure lands on you. Check at seattle.gov/rrio. While you're there, change the address on the record from Dwellings' to your own so renewal notices reach you — the reminder goes out two months before expiry.

5. Ask your tenant about reversing recent payments

This is a newer route and worth asking about early, because the odds fall as time passes. How a tenant paid matters: card payments may be disputable through the card issuer, and some tenants have had their banks open a review on an ACH transfer. Your tenant has to initiate this with their own bank or issuer — you cannot do it for them. Ask them to check how they paid and to call their bank.

> Once you've protected what's next, see How to file your complaints and claims to pursue what you're owed.

Washington State Attorney General

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Why

The Attorney General's Consumer Protection Division tracks patterns of complaints against a business and can pursue consumer-protection enforcement. Filing is free and takes about fifteen minutes.

How

1. Go to **atg.wa.gov/file-complaint** and choose the consumer complaint option.
2. Reuse the same factual, chronological account you wrote for your DOL complaint (trim to fit their fields).
3. Identify the business as Dwellings Seattle, Inc., 3806 California Ave SW, Seattle, WA 98116, and note that the Department of Licensing has investigated the firm and that Seattle Police have opened a criminal investigation (include your DOL case number if you have one).
4. Submit and keep your confirmation number. The AG typically **mails you a case number about 20 days after you file** — if you're a group member, add it to your record in the portal (My Records → Case numbers) when it arrives.

> **Honest note:** the AG's informal-resolution process (a letter to the business) is unlikely to produce a response from a company that has ceased operating. The value is the pattern the AG builds across many complaints.

Seattle Police Department

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Why

Seattle Police have opened a **criminal investigation** into Dwellings Seattle, and a detective has been assigned. Each affected owner still needs to **file their own individual report** — reports cannot be filed on behalf of a group — so that your own incident number is on record and can be connected to that investigation. The more owners who file, the clearer the pattern.

How (by phone, recommended)

1. Call the SPD non-emergency line: **(206) 625-5011**. From the menu, press **option 8**, then **option 3**, to reach non-emergency dispatch.
2. A dispatcher takes your report by phone. Report it as **a theft of funds that were required to be held in trust**: a property management company collected rent from your tenants and did not remit it to you. Add that it operated at 3806 California Ave SW in Seattle, that **many owners are affected**, and that **Seattle Police have opened a criminal investigation** into the company.
3. **After you give your statement, an officer may call you back from an UNKNOWN or blocked number** — turn off call screening so you don't miss it. They typically try twice; if you miss both, you may have to start over.
4. **Ask the dispatcher or officer for your case/report number** and record it.

Expect a wait — members report holding 20 minutes or more. Owners have had the best luck calling first thing in the morning Pacific time.

If you live outside Seattle or Washington

The company operated in Seattle, so SPD has jurisdiction. If you are told to file with your local department instead, you can do that as well; some owners have filed in both places.

> **If they say it's a civil matter:** this is common, and you can politely push back. Say that you are reporting it as a **theft of funds held in trust**, that **Seattle Police have opened a criminal investigation** into Dwellings Seattle, and that many owners have already filed reports. If the call-taker still won't take it, thank them, hang up, and **call back** — a different call-taker often will. Owners have succeeded on the second or third try. File consistently, with the same core facts, so your report lines up with everyone else's.

Online option

SPD has an online reporting tool, but it is designed for incidents with no known follow-up information, so phone filing is recommended for this situation.

King County District Court — civil suit

> This is general information, not legal advice. Filing a lawsuit has real steps and deadlines; consider consulting an attorney.

Is this the right court for you?

Your claim	Where to file
$10,000 or less	You may prefer **Small Claims** (simpler, ~$50, no lawyers on either side).
$10,001–$100,000	**District Court, Civil Division** (this guide).
Larger claims or requests for injunctions/receivership	Superior Court, generally with an attorney.

Why name the individual as well as the company

Owners have chosen to name both the company and its principal individually, so that any judgment can reach the responsible party and not only a company that has ceased operating. Whether to do so is your decision; many owners consult an attorney on this point.

The three documents you file to start a case

1. **Complaint** — states who did what and what you are owed.
2. **Case Information Cover Sheet** — a one-page court form.
3. **Summons** — the official notice giving defendants a deadline to respond.

Formatting matters (Washington GR 14) — get this right or the clerk may reject your filing

- Letter-size (8.5 × 11), white paper, black text, printed one side.
- **First page: top margin at least 3 inches** (leaves room for the court's stamp). This is the most common rejection reason.
- All other margins (sides, bottom, and top of later pages): at least 1 inch.
- 12-point font, 1.5 line spacing. No color, no highlighting.

Step by step (e-filing)

1. Go to the King County District Court e-Filing portal (kcdc-efiling.kingcounty.gov). **Register** as a **Registered Public User**, verify your email, and log in. *(Filing from abroad? The portal may block foreign IPs — use a U.S.-based VPN or a U.S.-based helper.)*
2. **File a New Case → Civil Case Initiation.**
3. **Location:** choose the division covering the property or the company's Seattle office.
4. **Cause of Action:** select **411110 – Breach of Contract.** (Your complaint can state additional claims; this is just the docket category.)
5. **Amount of Claim:** your total. **Consumer Debt:** No.
6. **Plaintiff Information:** your name and mailing address.
7. **Defendant Information:** add the company in one panel (Company Name only). Then use the **"+" (Add new panel)** button to add a **second** defendant panel for the individual (name fields only, company blank). Two separate defendants.
8. **Upload** your three documents to their slots: Complaint, Case Information Cover Sheet, Summons — each "Filed By: Plaintiff." You can sign electronically by typing `/s/ Your Name` on the signature line.
9. **Pay** the filing fee (the District Court civil filing fee is approximately $83; fee-waiver applications are available for financial hardship). You receive a **case number.**

After you file: serving the defendants

Filing opens the case; it does not notify the defendants. Once the court accepts your filing and returns a stamped Summons, the defendants must be **served** within the deadline on the summons. Owners in the group coordinate service together through a shared process server to split the cost — a first batch has already been served and more are being organized. If you're a member, see the portal and the group chat for the current batch and instructions.

Preparing your Complaint and Summons

The Cover Sheet is a fill-in court form. The **Complaint** and **Summons** are documents you prepare. Below are plain templates. **Replace every [bracket] with your own facts** — do not file another owner's numbers or details as your own. If you are unsure about the legal claims, consider having an attorney review your Complaint before filing.

Format all documents to GR 14 (above): 3-inch first-page top margin, 1-inch other margins, 12-point font, 1.5 spacing, white paper.

Download a blank template (.txt)

> **Before you file, search your document for the `[` character.** Every square bracket in these templates is a placeholder you must replace. Documents have been filed with `[DIVISION]` and

> `[TOTAL AMOUNT]` still in them. A clerk may reject it, and if it gets through, the error is in the court record.

The Complaint — template

IN THE KING COUNTY DISTRICT COURT, STATE OF WASHINGTON
[DIVISION] DIVISION

[YOUR NAME(S)], Plaintiff(s),
v. No. _____
DWELLINGS SEATTLE, INC., a Washington corporation;
and [PRINCIPAL NAME], individually, Defendants.

COMPLAINT FOR DAMAGES

I. PARTIES
- Who you are (owner of [property address]).
- Dwellings Seattle, Inc. is a Washington corporation (UBI 604 007 760, 3806 California Ave SW, Seattle).
- [Principal] is listed in Secretary of State records as a governor/president who, on information and belief, controlled the company's trust account.

II. JURISDICTION AND VENUE
- Amount in controversy is $[amount], within District Court limits and not over $100,000.
- Venue proper in King County because the property is here and the events occurred here.

III. FACTS
- The date of your Property Management Agreement.
- That it required the company to collect rent, hold it in trust, and remit it monthly less its fee.
- That your tenants paid rent.
- That the company collected [months] rent and did not remit it.
- The amount owed.
- That you demanded payment in writing on [date] and terminated on [date], and that no payment or accounting followed.

IV. CAUSES OF ACTION (state each in its own short paragraph)
1. Breach of Contract (against the company).
2. Conversion (against both).
3. Breach of Fiduciary Duty (against both — the company was your agent holding your funds in trust).
4. Money Had and Received (against both).

V. PRAYER FOR RELIEF
- Judgment against both defendants, jointly and severally, for $[amount]; prejudgment interest; costs and any attorney's fees allowed; and other relief the court finds just.

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Dated: [date]
/s/ [Your Name]
[your address]
[your phone]   [your email]
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Owners have included the conversion and fiduciary-duty claims because, unlike a plain contract claim, they can attach to the individual and may survive a bankruptcy. Whether to plead them is your decision; consider legal advice.

The Summons — template

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[Same caption as the Complaint.]

TO THE DEFENDANTS: A lawsuit has been started against you. To defend,
you must respond to the Complaint in writing and serve a copy on the
plaintiff(s) within 20 days after service of this Summons (60 days if
served outside Washington), or a default judgment may be entered
against you. If you serve a notice of appearance, you are entitled to
notice before default. You may demand that the plaintiff(s) file this
lawsuit with the court; that demand must be in writing and served on
the plaintiff(s), and within 14 days after service the plaintiff(s)
must file, or service is void. If you wish to consult an attorney, do
so promptly. This Summons is issued under RCW 4.28 and CRLJ 4.

Dated: [date]
/s/ [Your Name]
Address where the defendant must serve their response:
[your address]
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> **Tip:** many owners in the group prepared these by starting from a shared template and substituting their own case facts. Ask the group for the current template rather than starting from a blank page.

After filing — serving the defendants (required)

- **You cannot serve the papers yourself.** Under CRLJ 4(c) the server must be at least 18, competent to be a witness, and not a party to the action. Use a process server (about $50–150 per defendant individually, though owners who have coordinated a single shared service have paid considerably less per person), or any qualified non-party adult.
- **Serving the individual.** Personal service. If he cannot be found after documented diligent attempts, the court may permit service by mail or publication.

- **Serving the company.** RCW 23B.05.040 and RCW 4.28.080(8) both direct you to RCW 23.95.450, which sets out the methods in order: (1) serve the registered agent — for Dwellings Seattle, Inc. the registered agent of record is the company itself, at its registered office; (2) if the entity has no registered agent or the agent cannot with reasonable diligence be served, registered or certified mail, return receipt requested, to the principal office shown in the entity's most recent annual report — service is effected on the earliest of actual receipt, the date on an executed return receipt, or five days after deposit; (3) if those fail, hand delivery to the individual in charge of a regular place of business, if that person is not a plaintiff; (4) only then, the Secretary of State. Note that step 2 is service in its own right, not a formality on the way to step 4. Owners have reported mail to the registered office returned undeliverable; whether that still counts as "correctly addressed" under (2)(c) is worth asking a lawyer.
- **Get the capacity right on the return of service.** Each defendant needs its own return, and the corporate one should state the capacity in which the papers were accepted. This is the detail a lawyer would attack years later if a default judgment is ever challenged.
- **You have 90 days from filing to serve.** After service, file the affidavit of service with the court. Until it is on file, the court has no record that service happened.

If the defendant does not respond

If the defendant does not respond (a common outcome), you may file a **Motion for Default Judgment**, attaching your evidence (agreement, ledgers, demand letters) to prove your damages. A judgment can then be recorded and enforced; Washington judgments are valid ten years and renewable.

Useful identifiers (public record)

Dwellings Seattle, Inc., UBI #604 007 760, registered office 3806 California Ave SW, Seattle, WA 98116; the individual principal is listed in Secretary of State records as a governor and president of the company.

Washington State Department of Licensing

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Why

DOL regulates Washington real estate firms and their designated brokers, and holds authority over firm trust accounts. We understand DOL has **completed its investigation** of the firm (we learned this from Seattle Police; the outcome is not yet public, and a public-records request is pending). The firm's real estate license is already shown as canceled / out of business. Filing a complaint now mainly adds to the permanent regulatory record and can support the criminal case — it is no longer the first step.

Before you start — you need a SecureAccess Washington (SAW) account

1. Go to secureaccess.wa.gov. If you've used a WA state service before (vehicle licensing, ESD), you may already have an account — try "Forgot username" before making a new one.
2. Log in → **My Services** → **Add Service** → add **"DOL Professional and Business Licensing."** It's added instantly.
3. Click the service to open the DOL portal at professions.dol.wa.gov.
4. Top nav → **File a Complaint.**
5. Profession dropdown → select **Real Estate.**
6. Complete the form; paste your written statement and upload your documents as files (the DOL cannot open links).

> **If you are filing from outside the U.S.:** the DOL portal may block foreign IP addresses. If you see a "requested URL was rejected" page, use a U.S.-based VPN connection, or have a U.S.-based person assist.

What to write

A short, factual, chronological account: the date of your management agreement; what it required; that rent was collected from your tenants; that distributions stopped; the dates of your written demands; and the response (or lack of one). Attach your agreement and records.

Useful identifiers (public record)

Dwellings Seattle, Inc., Real Estate Firm license **#20206** — the Department of Licensing record shows this license as **Canceled**, sub-status **Out of business**, with **Disciplinary Action: No**. It had been due to expire on 17 September 2026. You can pull a current copy of the record yourself at professions.dol.wa.gov/s/license-lookup — Profession: Real Estate, license number 20206.

UBI #604 007 760. Principal office and registered agent of record: Dwellings Seattle, Inc. itself, at 3806 California Ave SW LOWR, Seattle, WA 98116-3704. Governors of record include Roland Gonzalez.

After filing

You'll receive a case number. Keep it. The group tracks case numbers so filings can reference one another.

FBI IC3

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Why

The FBI's IC3 (ic3.gov) aggregates individual reports into patterns that can support federal review. Owners have been advised this may be an effective route because many separate filings combine into one picture.

How

1. Go to **ic3.gov** and select "File a Complaint."
2. Provide your information and a concise factual account: the management agreement, that tenant rent was collected and not remitted to you, dates, and amounts.
3. Identify Dwellings Seattle, Inc. and its Seattle business address.
4. Submit and save the complaint confirmation.

> **Tip:** use the same core facts and figures as your other filings so the reports are consistent across agencies.