

Code Compliance

— guidelines on Seattle regulations governing safety and quality of life

Registering Your Rental Property

Effective May 15, 2014

WHAT IS RRIO?

The Rental Registration and Inspection Ordinance (RRIO) was established by the Seattle City Council after an extensive public involvement process. RRIO helps ensure that all rental housing in Seattle is safe and meets basic housing maintenance requirements. Starting in 2014, all rental property owners in Seattle must register their properties with the City. Inspectors will make sure all registered properties comply with minimum housing and safety standards at least once every 10 years.

WHO IS REQUIRED TO REGISTER?

Anyone who owns or manages a rental housing unit in Seattle is required to register unless they qualify for a registration exception. Exceptions include government-owned, government-operated, and institutional rental housing. To find out if your property qualifies for a registration exception visit www.seattle.gov/RRIO and go to the Owners & Managers section.

WHEN DO I NEED TO REGISTER?

You must register your rental properties by the following due dates:

- All properties with 10 or more units must be registered by September 30, 2014.
- All properties with 5–9 units must be registered by March 31, 2015.
- During 2015 and 2016, single-family, duplex, triplex, and fourplex properties with rental units will be registered. We will base specific due dates for these properties on the ZIP code where the property is located. The complete schedule of due dates is available at www.seattle.gov/RRIO.

WHAT DO I NEED TO REGISTER?

To register a property, you will need the following:

- **Parcel number for the rental property.** The parcel number can be found on the King County Assessor's website.
- **Three contact types** for each property registered:
 - Applicant—this is the person filling out the application. This could be the owner or the property manager.
 - Owner(s)—this is the person(s) or organization listed on the title for the rental property.
 - Tenant Contact for Repair—this is the person/company that a tenant would call if a repair needs to be made in a rental housing unit. This is the only contact that will be publicly displayed on the RRIO Certificate of Registration.
- The **number of rental units** on your property.
- **Declaration of Compliance.** You will need to declare that the property and available rental units meet the standards described in the RRIO Checklist. You can find the RRIO Checklist at www.seattle.gov/RRIO in the Owners & Managers section.

HOW MUCH DOES IT COST TO REGISTER?

The RRIO registration fee is good for 5 years from the date you register your rental property. The five-year fee is \$175 for a property and its first rental unit, plus \$2 for each additional unit. For example:

Number of Rental Housing Units	Base Fee (property + 1st unit)	Unit Fee	Total for Five Years
1	\$175	\$0	\$175
2	\$175	\$2	\$177
10	\$175	\$18	\$193
100	\$175	\$198	\$373



HOW TO REGISTER

You can register online. When using the online option, you must pay your registration fee with a credit card. To register online go to www.seattle.gov/RRIO and click on Register My Property under “What Do You Want To Do?” on the right side of the page. You will need to create a sign-in account for the system and then register for the RRIO program.

You can also register by mail or in-person.

1. You can download a mail-in registration form from www.seattle.gov/RRIO. You can also get a form from the 20th floor at Seattle Municipal Tower (700 5th Avenue, Seattle, WA 98104) or by calling (206) 684-4110.

If you are registering by mail, send your completed registration form and payment to:

City of Seattle—Rental Registration
P.O. Box 34243
Seattle, WA 98124-1243

You may pay your registration fee with check, money order, or cashier check—please do not send cash via mail.

2. In person registration is possible on the 20th floor at the Seattle Municipal Tower (700 5th Avenue, Seattle, WA 98124). A paper registration form will be available for you to fill out and sign the declaration. You may pay your registration fee with credit, check, money order, cashier check or cash.

WHERE TO GO FOR HELP

If you need help with your registration or if you have questions about the RRIO program:

- Find more information on our website at www.seattle.gov/RRIO.
- Submit a question through our website by clicking the Send us a RRIO Question link under “Still Need Help?” on the right side of the page.
- Call the RRIO Hotline at (206) 684-4110.
- Visit the walk-in help desk at the following location:

Seattle Municipal Tower
700 Fifth Avenue, 20th floor
Seattle, WA 98104

Access to Information

Links to electronic versions of DPD **Tips**, **Director's Rules**, and the **Seattle Municipal Code** are available on the "Tools & Resources" page of our website at www.seattle.gov/dpd. Paper copies of these documents are available from our Public Resource Center, located on the 20th floor of Seattle Municipal Tower at 700 Fifth Ave. in downtown Seattle, (206) 684-8467.