

# Rental Registration and Inspection Ordinance (RRIO)

Improving and preserving safe and healthy housing for all Seattle renters

## Paying Registration Fee(s) by Check after Registering Online



Some owners and managers may register several properties using RRIO's online registration system and may wish to pay registration fees using a check. While we discourage the use of checks for online registrations, they are an acceptable form of payment. However, specific information about the registered properties should be included with your check.

**Step 1.** Complete the online registration process for each property by selecting the "Register My Property" link on the RRIO webpage: <https://mydpdservices.seattle.gov/RRIO/>

Working for a safe, affordable, vibrant, innovative, and interconnected city. [Learn More](#) Mayor Edward B. Murray

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DEPARTMENT OF PLANNING AND DEVELOPMENT Building a Dynamic and Sustainable Seattle Diane Sugimura, Director

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### Rental Registration & Inspection Ordinance

See also: [Rental Registration & Inspection Code](#), [Renting in Seattle](#)

About RRIO Owners & Managers Renters Inspectors

What Do You Want To Do?

- Register My Property
- Register as a Private Inspector
- Change Contact Information
- Transfer Property Ownership
- Hire a Private Inspector

[www.seattle.gov/RRIO](http://www.seattle.gov/RRIO)



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**Step 2.** Complete registration of each property through the Pay Now screen as seen below:

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My DPD Services

Help: [Email Us](#) | [\(206\) 684-4110](#)

Logged in as: **Angela SMith** | [Collections \(0\)](#) | [Cart \(3\)](#) | [Account Management](#) | [Logout](#)

Search...

Home | **Rental Registration**

**Cart**

1 Select item to pay | 2 Payment Information | 3 Receipt/Record Issuance

**Step 1: Select item to pay**

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

**PAY NOW**

1049 NE 92ND ST SEATTLE  
3 Application(s) | \$537.00

▶ Rental Property Registration 14TMP-000921	\$175.00	<a href="#">Edit</a>	<a href="#">Save for later</a>	<a href="#">Remove</a>
▶ Rental Property Registration 14TMP-000923	\$183.00	<a href="#">Edit</a>	<a href="#">Save for later</a>	<a href="#">Remove</a>
▶ Rental Property Registration 14TMP-000925	\$179.00	<a href="#">Edit</a>	<a href="#">Save for later</a>	<a href="#">Remove</a>

**\$537.00**

[Checkout »](#) | [Continue Shopping »](#)

[www.seattle.gov/RRIO](http://www.seattle.gov/RRIO)



City of Seattle  
Code Compliance Division, Department of Planning & Development

700 5th Avenue, 20th Floor  
P.O. Box 34019, Seattle, WA 98124-4019  
(206) 684-4110 TTY: 7-1-1 or (206) 233-7156

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**Step 3.** In order for the City of Seattle to match your payment to the properties you wish to register, we need the list of record numbers provided by the online registration tool. You may choose to print the page above to include with your check request to the entity supplying the check. To print this page, click the gear in the upper right-hand corner of the page. The gear looks like this:



You may also use the list on the following page to include with the check mailed to the RRIO Program.

[www.seattle.gov/RRIO](http://www.seattle.gov/RRIO)



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Alternatively, you may choose to fill in and mail the table below:

RRIO - Registration Online/Payment by Check

Number	Property Name	Property Address	King County Parcel Number (APN)	RRIO Record Number (Ex: 14TMP-000344)	Number of Units	Amount paid for each property
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Total Number of Properties paid for: \_\_\_\_\_

Total Amount paid: \$ \_\_\_\_\_

**Step 5.** Please send the check payment and the documentation (either the page(s) printed out from the Pay Now screen or the table above) to the RRIO program at:

**City of Seattle – Rental Registration  
P.O. Box 34234  
Seattle, WA 98124-1234**

[www.seattle.gov/RRIO](http://www.seattle.gov/RRIO)

