

Record No. \_\_\_\_\_

Rec'd Date \_\_\_\_\_ Initials \_\_\_\_\_

Scan Date \_\_\_\_\_ Initials \_\_\_\_\_

Data Entry \_\_\_\_\_ Initials \_\_\_\_\_

IO)

# Rental Property Registration Form

To complete your registration or renewal online, visit [www.seattle.gov/RRIO](http://www.seattle.gov/RRIO).

**Instructions:**

Please use a separate application form for each rental property. Registration is valid for 2 years.

- Make checks payable to **City of Seattle**.
- Return the completed application along with the registration fee using one of the following options:

**U.S. Postal Service:**

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

**In-Person:**

Applicant Service Center located  
on the 20th floor of the Seattle  
Municipal Tower, 700 Fifth Avenue in  
downtown Seattle.

**Private Mailing Services:**

City of Seattle—Rental Registration  
700 Fifth Avenue, Suite 1900  
Seattle, WA 98104

- If you need additional assistance including translation services, contact the RRIO program at (206) 684-4110. Questions may be submitted at [www.seattle.gov/RRIO](http://www.seattle.gov/RRIO).

## 1 Type of Registration (Check the applicable box below)

**Initial Registration** (Complete all sections)

**Registration Renewal** (Complete all sections; section 3 required only if information has changed)

**Update Property or Ownership Information**

Select this box if updating property or owner information for a property already registered with RRIO. Owner(s) are required to update any change in information within 60 days. Complete section 2 and sections 3 and/or 5 (if information has changed). If adding rental units, also complete section 6.

**Relinquish ownership**

Select this box if you wish to indicate that the owners currently listed on the registration no longer own the property. By relinquishing ownership, you are **removing yourself and all other contacts** from this rental property registration record. Complete section 2 only.

**Transfer Existing Registration to New Owners**

Select this box if you are a new owner of a property already registered with RRIO. Complete sections 2, 3 (if information has changed), 5, and 6.

**Additional Information**

- Property registration is transferable to a new owner.
- A new owner does not need to re-register the property and pay a new fee. Instead, the new owner is required to update the registration information within 60 days after the sale is closed.
- For property held in common with multiple owners, the registration is required to be updated when more than 50 percent of the ownership changes

## 2 Property Information

Registration/Pre-Registration Number (if you received a letter)

Property Name (if applicable)

Property Address

City	State	Property ZIP Code
Seattle	WA	

Is this a newly-constructed or substantially altered property with the Certificate of Occupancy or final inspection completed within the past 2 years?

Yes      No

### 3 Rental Unit Information

Complete for rental housing units that are or may be available for rent. Do not include non-residential units or those that are not for rent. If more than 20 units, complete and attach Appendix A.

Since units on the highest or lowest floors usually have more problems with water damage, indicate if the unit is in either location. Leave blank if the unit is not on either floor, or if this does not apply to your unit (like a row house or single family residence).

Unit identification number	Indicate if on TOP or LOWEST residential floor	Unit identification number	Indicate if on TOP or LOWEST residential floor
<i>Single family house example: SF or Single Family</i>	<i>Not applicable</i>	9.	
<i>Apartment example: 101</i>	<i>Top</i>	10.	
<i>Condo example: 18-C</i>	<i>Lowest</i>	11.	
<i>Duplex example: 5061</i>	<i>Not applicable</i>	12.	
1.		13.	
2.		14.	
3.		15.	
4.		16.	
5.		17.	
6.		18.	
7.		19.	
8.		20.	

Total number of rental units from above table	
Total additional number of rental units from Appendix A (if any)	
<b>Total number of rental units on property</b>	(A)

### 4 Fee Schedule (Make checks payable to City of Seattle)

Type of fee	Price		Quantity	Total
Base registration fee (includes first rental unit)	\$70.00		1	\$70.00
Additional units fee	\$15.00 for each additional unit	Box (A) from above minus 1		
Late registration/renewal fee (if past due date)	\$30.00			
RRIO Fees Subtotal				
SDCI 5% Mandatory Technology Fee	5% of RRIO fee subtotal	Multiply subtotal in line above by 5% or .05		
Total Payment		Add RRIO Fees Subtotal and 5% Technology fee		

# 4 Fee Schedule (Make checks payable to City of Seattle)

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## **EXAMPLES**

- Single family house for rent as one housing unit:  $\$70 + \$3.50$  Technology Fee =  $\$73.50$
  - Duplex with the owner living in one unit, second unit for rent:  $\$70 + \$3.50$  Technology Fee =  $\$73.50$
  - Duplex with both units for rent:  $\$70 + \$15 = \$85 + \$4.25$  Technology Fee =  $\$89.25$
  - 4-unit building with the owner living in one unit, three units for rent:  $\$70 + (\$15 \times 2 \text{ units}) = \$100 + \$5.00$  Technology Fee =  $\$105$
  - 20-unit building with 20 units for rent:  $\$70 + (\$15 \times 19 \text{ units}) = \$355 + \$17.75$  Technology Fee =  $\$372.75$
-

# 5 Contacts / Owner Information (If more than two owners and more space is needed, please complete and attach Appendix B)

You are required to provide the following 3 contacts for each property: Applicant, Owner, Tenant Contact for Repairs

## **Applicant** (Person completing the registration information)

Check if you want to receive a copy of all communications regarding this rental registration

Preferred method of communication:    E-mail    Postal mail

Name		Organization Name <small>(if applicable)</small>		
Address		City	State	ZIP Code
Phone	E-mail			

## **Tenant Contact for Repairs** (Person the tenants contact to make repairs. Note: This contact information will be publicly available on the RRIO website.)

Business Relationship to Owner(s) (Check all that apply)

Owner    Property Manager    Attorney    Accountant    Employee    Other \_\_\_\_\_

Check here if same as Applicant and continue to Owner

Check if you want to receive a copy of all communications regarding this rental registration

Preferred method of communication:    E-mail    Postal mail

Name		Organization Name <small>(if applicable)</small>		
Address		City	State	ZIP Code
Phone	E-mail			

## **Owner** (The legal owner of the property being registered. If your property has more than one owner, you must list all owners.)

Check here if more than two owners and more space is required. Then fill out and attach Appendix B.

Check here if same as Applicant and continue to next owner or Step 6

Check if you want to receive a copy of all communications regarding this rental registration

Preferred method of communication:    E-mail    Postal mail

Name		Organization Name <small>(if applicable)</small>		
Address		City	State	ZIP Code
Phone	E-mail			

## **Owner 2**

Check if you want to receive a copy of all communications regarding this rental registration

Preferred method of communication:    E-mail    Postal mail

Name		Organization Name <small>(if applicable)</small>		
Address		City	State	ZIP Code
Phone	E-mail			

# 6 Declaration of Compliance

Seattle's Rental Registration and Inspection Ordinance (RRIO) requires that all rental housing units meet basic maintenance standards found in the RRIO Checklist. Owners must declare that their rental units meet or will meet those standards before being rented. For the full RRIO Checklist, summarized below, refer to Seattle DCI Director's Rule 15-2013 or [www.seattle.gov/RRIO](http://www.seattle.gov/RRIO).

- 1. Exterior: Structure, Shelter, and Maintenance.** Roof, chimney, foundation, stairs, and decks are reasonably free of decay (e.g., severe cracks, soft spots, loose pieces, deterioration, or other indications that repair is needed); maintained in a safe, sound, and sanitary condition; and capable of withstanding normal loads and forces. The building and its components, including windows, should be reasonably weather-proof and damp-free.
- 2. Interior: Structure, Shelter, and Maintenance.** Walls, floors, stairs, and other structural components are reasonably free of decay, maintained in a safe and sound condition, and capable of withstanding normal loads and forces. Natural and mechanical lighting and ventilation is adequate and maintained in good working order for each habitable room in the unit.
- 3. Safety and Security.** Every unit or building must be equipped to be safe and secure. This includes emergency escape windows or doors, unit and building doors lock with deadbolt or deadlatch, and working smoke and carbon monoxide alarms are installed and functional. Multi-family buildings must also have proper emergency exit lighting and secure common areas.
- 4. Room Size and Condition.** All rooms used as living or sleeping rooms must meet minimum requirements for square footage and must not have dirt floors.
- 5. Heating System.** Every bathroom and habitable room must have a functioning, properly ventilated, and permanently-installed heat source.
- 6. Electrical Standards.** All electrical equipment and wiring must be approved and maintained in safe and sound condition and in good working order.
- 7. Plumbing and Hot Water.** Plumbing systems must be properly installed, functional, sanitary and maintained in good condition. Water temperature reaches at least 100°F after running water for two minutes.
- 8. Sanitation Standards: Bathrooms.** Every unit has at least one directly accessible bathroom (primary bathroom) that includes an operable toilet, sink, and tub or shower, all in safe and sound condition and sanitary working order. Does not apply to a legally established SRO/rooming house/micro-housing unit that does not have a bathroom, although any associated common or shared bathroom must meet these standards.
- 9. Sanitation Standards: Kitchen.** Every unit has a kitchen with a sink, counter, cabinets, cooking appliance, and refrigerator maintained in safe, sound, and sanitary condition. This does not apply to units comprised of a single habitable room such as a Single Room Occupancy, rooming house, or micro-housing unit when the unit does not have a kitchen. Common kitchen must meet these standards.
- 10. Owners' Obligations.** Property owners are responsible for ensuring that the property is free of excess trash; insects and rodents have been exterminated.

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### Who evaluated units for compliance with standards?

 Owner or owner's agent

Inspection by Qualified Rental Housing Inspector *(There is no requirement to use an inspector prior to registration. The choice is up to the owner.)*

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**By signing below, I confirm that all units that are currently or may be available for rent meet the requirements of the Rental Registration and Inspection Ordinance as detailed in the RRIO Checklist.**

Name (printed)

Phone No.

Signature

Date

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*I acknowledge and intend that a scanned copy of my hard-copy signature will be treated as an original signature for the purposes of this application and for any other matter related to this application.*

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# 7 Property Improvements

(Optional)

We want to learn how this program affects rental housing and whether you had to make any repairs in order to meet the program standards.

**Providing this information is voluntary and is not required for a complete registration.**

Were changes or improvements made to this property in the past year in order to register for RRIO?

Yes

No

How much money did you spend to improve this property in the past year in order to register for RRIO?

\$0 to \$250

\$251 to \$1,000

\$1,001 to \$5,000

More than \$5,000

In what area(s) did you spend time or money for improvements? *(Check all that apply)*

Exterior Structure, Shelter, and Maintenance

Interior Structure, Shelter, and Maintenance

Emergency Escape Windows and Doors

Room and Size Conditions

Heating Systems

Plumbing and Hot Water

Electrical Standards

Sanitary Standards—Bathrooms

Sanitary Standards—Kitchen

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Please continue to Section 8.*

# 8 Code Compliance Demographic Data

(Optional)

The Seattle Code Compliance division and RRIO program are gathering demographic data to help us better understand our customers and improve our education and outreach efforts. This information will be separated and tracked independently from the registration application.

**Providing this information is voluntary and is not required for a complete registration.**

**Are you a:**

- Property Owner
- Owner's Agent or Representative
- Tenant
- Other

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**ZIP Code:** *(for person filling out the application)*

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**How do you access the Internet?** *(Check all that apply)*

- Smartphone (e.g., iPhone, Galaxy, etc.)
- Tablet (e.g., iPad, Surface, Kindle, etc.)
- Computer (e.g., PC, Mac, laptops)
- Other
- I do not use the Internet

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**What is the main language spoken in your home?**

- |            |          |           |              |
|------------|----------|-----------|--------------|
| English    | Mandarin | Cambodian | Laotian      |
| Spanish    | Somali   | Amharic   | Thai         |
| Vietnamese | Tagalog  | Oromo     | Russian      |
| Cantonese  | Korean   | Tigrinya  | Other: _____ |

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**What is your race or ethnicity?**

- |   |                      |
|---|----------------------|
| White                                     | Asian                |
| Black or African-American                 | Hispanic or Latino/a |
| American Indian or Alaskan Native         | More than one race   |
| Native Hawaiian or Other Pacific Islander | Other: _____         |



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# Appendix A Additional Rental Unit Information

Complete for rental housing units that are or may be available for rent.

Since units on the highest or lowest floors usually have more problems with water damage, indicate if the unit is in either location. Leave blank if the unit is not on either floor, or if this does not apply to your unit (like a row house).

Unit identification number	Indicate if on TOP or LOWEST residential floor	Unit identification number	Indicate if on TOP or LOWEST residential floor
1.		31.	
2.		32.	
3.		33.	
4.		34.	
5.		35.	
6.		36.	
7.		37.	
8.		38.	
9.		39.	
10.		40.	
11.		41.	
12.		42.	
13.		43.	
14.		44.	
15.		45.	
16.		46.	
17.		47.	
18.		48.	
19.		49.	
20.		50.	
21.		51.	
22.		52.	
23.		53.	
24.		54.	
25.		55.	
26.		56.	
27.		57.	
28.		58.	
29.		59.	
30.		60.	

<b>Total number of rental units from Appendix A</b>	
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# Appendix B Additional Owners

## Owner

Check if you want to receive a copy of all communications regarding this rental registration

Preferred method of communication:    E-mail    Postal mail

Name	Organization Name <i>(if applicable)</i>		
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Address	City	State	ZIP Code
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Phone	E-mail
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## Owner

Check if you want to receive a copy of all communications regarding this rental registration

Preferred method of communication:    E-mail    Postal mail

Name	Organization Name <i>(if applicable)</i>		
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Address	City	State	ZIP Code
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Phone	E-mail
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## Owner

Check if you want to receive a copy of all communications regarding this rental registration

Preferred method of communication:    E-mail    Postal mail

Name	Organization Name <i>(if applicable)</i>		
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Address	City	State	ZIP Code
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Phone	E-mail
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## Owner

Check if you want to receive a copy of all communications regarding this rental registration

Preferred method of communication:    E-mail    Postal mail

Name	Organization Name <i>(if applicable)</i>		
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Address	City	State	ZIP Code
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Phone	E-mail
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