Seattle
Finance &
Administrative Services

Director's Rule Template

Department: **City of Seattle** **Department of Finance and Administrative Services**	Rule No: STR-2 (revised) Publication: 5/15/2021	Supersedes: STR-2 Effective: 8/1/2021
Subject: Monitoring Listings for Compliance	Code and Section Reference(s): SMC 6.600.060.C	
Approved: Division Director Sherri Crawford Business Unit Officer Calvin W. Goings, Department Director	 July 19, 2021 Date July 19, 2021 Date July 22, 2021 Date	

Director's Rule STR-2, Monitoring Listings for Compliance

SMC 6.600.060.C

This rule describes the process for monitoring short-term rentals (STR) and bed and breakfast listings for compliance and notifying STR platforms of any noncompliant listings as specified in the Seattle Municipal Code (SMC).

Monitoring Listings

Periodically, but at least monthly, the Department of Finance and Administrative Services (FAS) will review the listings on each STR platform for compliance with SMC 6.600. After the reviews, FAS will provide the STR platforms with a spreadsheet identifying which listings are noncompliant and including the following information:

1. The STR platform's license number (issued by the City)
    a. For the same unit listed on multiple platforms, FAS will notify each platform of the noncompliant listing.
2. The operator's license number (issued by the City)
3. The STR listing's Uniform Resource Locator (URL)
4. The reason for listing ineligibility, which may include but is not limited to:
    a. The operator lacks a valid STR license;
    b. The operator lacks a valid City of Seattle business license tax certificate and/or
    c. The operator has failed to comply with the requirements listed in SMC 6.600.070 or SMC 6.600.080.
    d. The operator is claiming a zoning exemption that has not been granted by the Seattle Department of Construction and Inspections.
    e. The operator is out of compliance with one or more requirements of the City Land Use Code.

FAS will send this spreadsheet via electronic mail (email) at the email address provided by the STR platform or via an application programming interface (using the technology system from which FAS will manage STR licensing and enforcement). FAS will deliver the spreadsheet by a mutually agreed upon date or the date selected by the FAS Director or his or her designee.

STR platforms will be responsible for providing FAS an email address that will accept delivery of the spreadsheet. Notice that is sent via email to the designated address will be deemed effective and complete at the time it is sent.

STR platforms will inform FAS within seven (7) calendar days after receipt of FAS' spreadsheet whether the STR platform will take action against the listings identified in FAS' spreadsheet and the timeline for taking such action. The platforms will provide their responses for each ineligible listing in the spreadsheet provided by FAS.

Emergency Situations

Outside of the normal notification process, FAS will notify the appropriate platform(s) if FAS has reason to believe the building or unit(s) presents a threat to the health or safety of potential occupants, of the

occupants of neighboring buildings or of the public. Such reasons may include, but are not limited to, scenarios in which FAS has received notification of:

1. Illegal activity at an STR unit;
2. A complaint indicating immediate harm to a guest from renting a unit; or
3. The condition of the building or unit(s) poses an imminent threat as determined by the Director of the Seattle Department of Construction and Inspections.

In such instances, FAS will actively coordinate with relevant City departments as needed before notifying the appropriate STR platform(s). The STR platform(s) will provide FAS with a status update, within 24 hours, on whether the STR platform will take action against the listings identified in the emergency situation report that is provided by FAS.

Nothing in this rule prohibits or restricts FAS from taking enforcement action against the platform pursuant to SMC 6.600.110.A.2.