

# Rental Registration and Inspection Ordinance (RRIO)

Improving and preserving safe and healthy housing for all Seattle renters

## Creating a Rental Property Registration



### Purpose

This instruction sheet provides you with step-by-step instructions for creating a property registration in the RRIO online system. In order to register your property online, you must first have a user account set up and a credit card for payment. **If you need to set up a user account, use the instruction sheet: Creating a New User Account.**

### Steps to Register a Rental Property

1. In your web browser, navigate to the Seattle Services Portal:  
<https://cosaccela.seattle.gov/Portal/welcome.aspx>. Sign in with your username and password.
2. Select **Rental Housing Registration (RRIO)** under the Create New section.

#### Seattle Services Portal

Home My Records Help

Announcements Register for an Account **Login**

Search All Records  
Enter an address, record number, or contact

**+ Create New**

- Building Permits
- Complaints - Building & Property
- Licenses - Short Term Rentals
- Licenses - Taxi & For-Hire
- Licenses - Trade & Equipment
- Permits - Parking & Truck
- Permits - Street Use
- Permits - Trade, Construction & Land Use
- Rental Housing Registration (RRIO)

**Schedule**  
To schedule an **inspection** or **appointment** enter your record number in the search box above.  
For more information, see [How to Schedule an Inspection or Appointment](#).  
For information on how to schedule a large sign confirmation, see [How to Submit an Environmental Sign Installation Notification](#).

**Find Existing**

- Complaints - Building & Property
- Licenses - Short Term Rentals
- Licenses - Taxi & For-Hire
- Licenses - Trade & Equipment
- Permits - Parking & Truck
- Permits - Street Use
- Permits - Trade, Construction & Land Use
- Public Notices
- Rental Housing Registration (RRIO)

3. On the next page, click on the **Rental Housing** header to open the drop-down menu of available actions.

▸ Rental Housing

Continue Application »

[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

# Creating a Rental Property Registration



4. Select **Rental Property Registration** and then click the **Continue Application** button.

**Select an Action**

Choose one of the following actions.

If you want to update an existing registration, please use the My Records link above and then select Make Changes to make your changes.

▼ Rental Housing

- Private Inspector Registration
- Rental Property Inspection - Private Inspector
- Rental Property Registration
- Transfer Existing Registration to New Owners

**Continue Application »**

5. Search for the rental property address by entering in the address information and then clicking the **Search** button. If you received a pre-registration letter, then you can enter the pre-registration number that was listed on the letter which will pre-fill the property information to proceed.

**Rental Property Registration**

1 Property Details   2 Registration Details   3 Review   4 Pay Fees   5 Record Issuance

Step 1: Property Details > Property Location

\* indicates a required field.

**Address**

If you're having trouble finding your address, try entering only the number and the street name (e.g. 201 Northlake). Although a parcel number was included in the mailing you may have received, please search by address only.

\* Number:   Prefix:   \* Street Name:   Type:   Suffix:

Unit No.:

**Search**   Clear

**Did you get a letter?**

If you received a letter from us saying you need to register this property, enter the pre-registration number from that letter here. This will ensure we recognize your property and that you don't receive further follow-up mailings.

Pre-Registration Number:

Save and Resume Later   **Continue Application »**



# Creating a Rental Property Registration



6. When searching for an address, there may be more than a single result. Select the correct address for the rental property from the populated list. If the property address is not on the results list, select an address that is the closest and then click **Select** to proceed.

**Address Search Result List** [X]

Addresses

Showing 1-3 of 3

Address	City	State	Zip
<input type="radio"/> 700 5TH AVE N	SEATTLE	WA	98109
<input type="radio"/> 700 5TH AVE S	SEATTLE	WA	98104
<input checked="" type="radio"/> 700 5TH AVE	SEATTLE	WA	98104

Associated Parcels

Showing 1-1 of 1

Parcel Number	Lot	Block	Subdivision
<input checked="" type="radio"/> DV0029582			

**Select** Cancel

7. The registration will auto-fill with the address you selected. If you need to change or edit the address, you can do after the address has populated. Then click **Continue Application** to proceed.

Address

If you're having trouble finding your address, try entering only the number and the street name (e.g. 201 Northlake). Although a parcel number was included in the mailing you may have received, please search by address only.

\* Number: 700    Prefix: --Select--    \* Street Name: 5TH    Type: AVE    Suffix: --Select--

Unit No.: [ ]

**Search**    **Clear**

**Change the address of the property here if needed before continuing with the application.**

Did you get a letter?

If you received a letter from us saying you need to register this property, enter the pre-registration number from that letter here. This will ensure we recognize your property and that you don't receive further follow-up mailings.

Pre-Registration Number: [ ]

**Save and Resume Later**    **Continue Application »**



# Creating a Rental Property Registration



8. The registration will now prompt you fill in contact information regarding the rental property. RRIO Rental Property registration requires 3 contact types: applicant, owner, and tenant contact for repairs. Use the **Select from Account** button if you wish to add information from your User Account. Use the **Add New** button if you wish to add someone that is not listed in your user account. Use the **Look Up** button if you wish to add a contact that may already be in our system.

## Rental Property Registration

1 Property Details      2 Registration Details      3 Review      4 Pay Fees      5 Record Issuance

Step 1: Property Details > Contact List

To register you need at least three types of contacts. The same person/organization can be more than one type.

1. Applicant – the person entering the registration information.
2. Owner – the legal owner(s) of the property.
3. Tenant Contact for Repairs – the person/organization that tenants can contact to make repairs. (Note: This contact information will be public information on the RRIO website.)

Existing contacts for your rental unit are shown in the Contact List table. Please enter any remaining required contacts below. If your property has more than one owner, you must list all owners.

You may add other contacts such as attorneys or property management companies if they should also get information about the registration of this property. Click "Save" to add each contact to the Contact List. Continue until all contacts appear in the Contact List. Then click "Continue Application".

Information provided to the Seattle Department of Construction and Inspections is considered a public record and may be subject to public disclosure. For more information see the Public Records Act, RCW Chapter 52.56.

\* indicates a required field.

### Contact List

Click Select From Account to add contacts already in your account. Select Add New to add a new contact. To edit information in your account, click the Account Management link at the top right of the screen.

Select From Account   Add New   Look Up

Showing 0-0 of 0

Full Name	Business Name	Contact Type	Address Line 1	Action
No records found.				

Save and Resume Later

Continue Application »



# Creating a Rental Property Registration



9. Once you have added the 3 required contacts to the registration, you can click **Continue Application** to proceed.

**Contact List**

Click Select From Account to add contacts already in your account. Select Add New to add a new contact. To edit information in your account, click the Account Management link at the top right of the screen.

[Select From Account](#) [Add New](#) [Look Up](#)

✔ You successfully added a contact.

Showing 1-3 of 3

Full Name	Business Name	Contact Type	Address Line 1	Action
Test Test		Applicant	Test	Delete
Test Test		Owner	Test	Delete
Test Test		Tenant Contact for Repairs	Test	Delete

[Save and Resume Later](#) [Continue Application »](#)

10. Enter the number of rental units that are available for this property. This number includes both units rented and may be available for rent. Do not include non-residential units or units typically not for rent.

**Registration Information**

Do not count non-residential units or those that typically are not for rent.

\* Number of Rental Housing Units: ?

In the Property Information section, provide the Property Name and declare if the property is a newly-constructed or substantially altered property.

**Property Information**

If the property has a common name, like The Brambles, please enter it. Otherwise leave the Property Name field blank.

Property Name: ?

Is this a newly-constructed or substantially altered property with the Certificate of Occupancy or final inspection completed after January 1, 2014?: ?

Yes  No

# Rental Registration and Inspection Ordinance (RRIO)

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## Creating a Rental Property Registration



Click the **Add Units** button to add a single unit or use the drop-down box next to Add Units to add multiple units. A popup menu will appear allowing rows to be added. Click on the number of rows to be added to fill in unit information. The total number of rows added should match the *Number of Rental Housing Units* field.

**Rental Units**

Please list all your rental units by clicking "Add Unit(s)". To add multiple units, click the arrow to the right of the Add Unit(s) button. Each unit must have an identifier or number. If you only have one unit and it doesn't have an identifier or number, please enter NA.

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

To change information about a unit, check its row in the "Units" table and then click "Edit Selected".

Move the "Actions" button back to the right of the table.

Please list all your rental units by clicking "Add Unit(s)". To add multiple units, click the arrow to the right of the Add Unit(s) button. Each unit must have an identifier or number. If you only have one unit and it doesn't have an identifier or number, please enter NA.

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

To change information about a unit, check its row in the "Units" table and then click "Edit Selected".

Move the "Actions" button back to the right of the table.

Showing 0-0 of 0

Unit Number	Top Residential Floor	Lowest Residential Floor
No records found.		

**Add Unit(s)** **Edit Selected** **Delete Selected**

When you list your unit identifiers, you are also asked to indicate whether the unit is a *Top Residential Floor* or *Lowest Residential Floor*.

**UNITS** [X]

Please list all your rental units by clicking "Add Unit(s)". To add multiple units, click the arrow to the right of the Add Unit(s) button. Each unit must have an identifier or number. If you only have one unit and it doesn't have an identifier or number, please enter NA.

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

To change information about a unit, check its row in the "Units" table and then click "Edit Selected".

Move the "Actions" button back to the right of the table.

\* Unit Number: [?] [input field]

Top Residential Floor [?]  Lowest Residential Floor [?]

**Submit** **Cancel**



# Rental Registration and Inspection Ordinance (RRIO)

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## Creating a Rental Property Registration



11. RRIO rental property registration requires that all registered rental units comply with the RRIO Checklist standards as listed at the bottom of the screen. You may evaluate the requirements yourself or hire an inspector to perform a pre-registration inspection to ensure that rental units meet the standards. Click the checkbox next to the statement that indicates compliance with the standards and use the drop-down box to choose who has evaluated the RRIO Checklist. Click on the **Continue Application** button to proceed.

### Declaration Information

Seattle's Rental Registration and Inspection Ordinance requires that all rental housing units meet basic maintenance standards found in the RRIO Checklist. Owners must declare their rental units meet or will meet those standards before being rented. [Click here for the full RRIO Checklist](#), that is summarized below.

#### 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. Emergency Escape Windows and Doors

Every sleeping room built or permitted after August 10, 1972 must have an emergency escape window or door. Emergency escape windows must open to the exterior, have a minimum opening of 5.7 square feet with a minimum dimension of at least 24 inches high and at least 20 inches wide, and must not exceed a maximum sill height of 44 inches from the floor. In order to meet the total square footage requirement, a window size of nearly 2 by 3 feet is typically required. Sleeping rooms that were built under permit prior to August 10, 1972 are exempted from this requirement.

#### 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; unit and building doors lock with a deadbolt or deadlatch; and working smoke detectors are installed outside sleeping rooms.

\* 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. By checking the following box, I acknowledge and intend that submission of this electronic form will be treated as an original signature for the purposes of this application and for any other matter related to this application. 

\* Who evaluated units for compliance with standards?: 

Save and Resume Later

Continue Application >



# Rental Registration and Inspection Ordinance (RRIO)

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## Creating a Rental Property Registration



12. Indicate if any improvements were made to the property in order to meet the RRIO Checklist standards. If no is selected, then click the **Continue Application** button to proceed.

Property Improvement

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.

Were changes or improvements made to this property in the past year in order to register for RRIO?:  Yes  No ←

Save and Resume Later → Continue Application »

If yes is selected a list of questions will appear. Use the drop-down menu to indicate the range of investment made on improvements. Click the checkboxes next to the high-level items that were improved. Once complete click on the **Continue Application** button.

Property Improvement

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.

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 - \$250 ←

- Exterior Structure, Shelter, and Maintenance:
- Interior Structure, Shelter, and Maintenance:
- Emergency Escape Windows and Doors:
- Room Size and Condition:
- Heating System:
- Electrical Standards:
- Plumbing and Hot Water:
- Sanitation Standards - Bathrooms:
- Sanitation Standards - Kitchen:

Save and Resume Later → Continue Application »





# Creating a Rental Property Registration



13. A summary of the information that has been entered will appear for review. If any changes need to be made before final submission, click on the **Edit** button to the right of the category that needs to change. Once all information is reviewed to be correct click on the **Continue Application** button.

### Rental Property Registration

1 Property Details
2 Registration Details
3 Review
4 Pay Fees
5 Record Issuance

Step 3: Review

Save and Resume Later
→
Continue Application »

Please review all information below. Click Edit to make changes to sections or Continue Application to move on.

Record Type

Rental Property Registration

Address Edit

700 5TH AVE  
 Low Income Address: Yes  
 Zone ID: 7  
 Zone Description: FIRST HILL

Did you get a letter? Edit

Pre-Registration Number:

Contact List Edit

Showing 1-3 of 3

Full Name	Business Name	Contact Type	Address Line 1	Action
Test Test		Applicant	Test	Edit
Test Test		Owner	Test	Edit

14. The RRIO rental property registration fee is \$70 for a property and it includes the first rental unit. Each additional unit after the first unit is \$15. For example:

Number of Rental Housing Units	Base Fee (property + 1 <sup>st</sup> unit)	Unit Fee	Total for Two Years
1	\$70	\$0	\$70
2	\$70	\$15	\$85
10	\$70	\$135	\$205
100	\$70	\$1485	\$1555



# Creating a Rental Property Registration



15. The RRIO online system will calculate the fee for registration based upon the number of units entered on previous screens. Click the **Check Out** button.

**Rental Property Registration**

1 Property Details 2 Registration Details 3 Review 4 Pay Fees 5 Record Issuance

Step 4: Pay Fees

Below are your fees based upon the information you entered.

Read our [RRIO Fee Calculation](#) document for more information about fees and how they were calculated.

### Fees

Fees	Qty.	Amount
Property Registration Fee	1	\$181.00
<b>TOTAL FEES</b>		<b>\$181.00</b>

**Checkout »** ←

You can only pay with a debit or credit card online. Click **Checkout** again to proceed. If you wish to pay using a check, please click on the **How do I Pay by Check?** link which takes you to an instruction page.

**Cart**

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

Step 1: Select item to pay

Click the arrow next to a row to display additional information. You can pay for items later by clicking on the Save for Later link.

If you plan to pay by check, see [How Do I Pay by Check?](#) for further instructions.

If somebody else is responsible for paying fees, see [How to Pay Fees](#).

**PAY NOW**

700 5TH AVE

1 Application(s) | \$181.00

▶ Rental Property Registration 18TMP-096151 \$181.00 Edit Save for later Remove

\$181.00

← **Checkout »** **Back to Home »**

# Creating a Rental Property Registration



16. Enter all the required the payment details and the click the **Submit Payment** button. **Please do NOT click the Submit Payment button more than one time. If you receive an error or feel your payment did not go through for any reason, please call the RRIO line at (206) 684-4110.**

### Payment Options

Amount to be charged: \$181.00

Pay with Credit Card

Credit Card Information:

\* Card Type:  \* Card Number:  \* Security Code:

\* Name on Card:  \* Expiration Date:

Credit Card Holder Information:

Auto-fill with

Country:

\* Street Address:

\* City:  \* State:  \* Zip:

\* Phone: (+  )

Email:

Only use the (+1) field if entering an international code.



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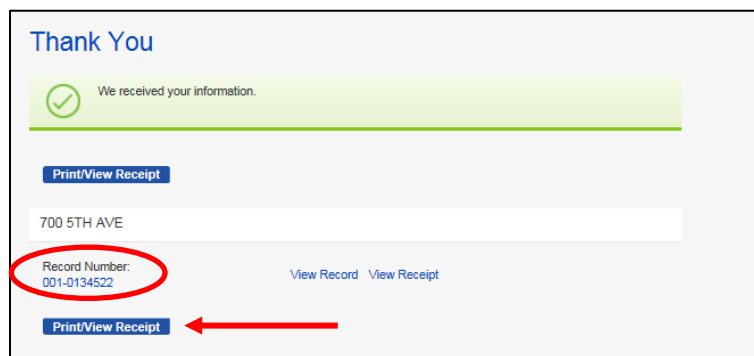
# Creating a Rental Property Registration




**FOR RENT**

17. Congratulations! A confirmation screen will appear with RRIO registration record number to verify that the rental property has been registered with RRIO. You may choose to print or save this receipt.

Your RRIO registration certificate will be emailed to you as an attachment. Please print your RRIO Registration Certificate and post it in a visible location in the rental property or provide a copy to all tenants. All new tenants should receive a copy of the RRIO Registration Certificate as part of their lease agreement.



Thank You

 We received your information.

[Print/View Receipt](#)

700 5TH AVE

Record Number: 001-0134522 [View Record](#) [View Receipt](#)

[Print/View Receipt](#)

## Having Trouble?

If you are experiencing any difficulties in creating a RRIO rental property registration, please contact the RRIO Helpline at (206) 684-4110.

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



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