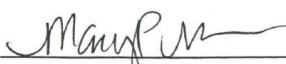

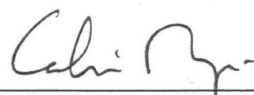
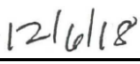
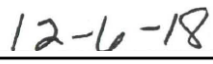
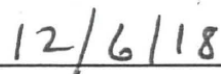


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CITY CLERK

Department:  <b>City of Seattle</b> <b>Department of Finance and Administrative Services</b>	Rule No: STR-6	Supersedes: New
Subject: Short-Term Rental Regulations and Public Disclosure	Code and Section Reference(s): SMC 6.600	
Approved:   _____ Division Director   _____ Business Unit Officer   _____ Calvin W. Goings, Department Director	   _____ Date   _____ Date   _____ Date	

City of Seattle Rules for Short-Term Rentals  
Director's Rule STR-6, Short-Term Rental Regulations and Public Disclosure  
SMC 6.600

This rule describes public disclosure requests as they apply to the City's administration of short-term rental (STR) regulations.

**Background**

The Public Records Act broadly defines public records as any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristic. It includes records prepared at the direction of a governmental agency or records used by an agency in connection with any governmental or proprietary function regardless of whether they are in the possession of the agency at the time a public records request is made.

**General Application**

If the City receives a public records request for records designated as confidential by the STR operator, bed and breakfast operator and/or STR platform that submitted those records (the submitting party), the City will notify the submitting party in writing of the request and will postpone disclosure for up to ten (10) calendar days. During that time, the STR operator, bed and breakfast operator and/or STR platform will be allowed an opportunity to obtain and serve the City with a court order to enjoin the City from releasing the records.

**Third-Party Data Mining Service**

To help enforce short-term regulations and ensure operator compliance, the City may use the services of a third-party data mining vendor. Such a vendor would regularly provide City staff with aggregated data and information on short-term rental and bed and breakfast listings across various STR platforms. These aggregated data and information could include the following:

- Operator's name
- Operator's contact information (email address, phone number and mailing address)
- Property owner's name
- Property owner's contact information (email address, phone number and mailing address)
- Unit's address
- Screenshot of the unit's online listing
- Parcel number
- Land use compliance status
- Meets definition of a short-term rental (i.e., unit rents for fewer than 30 consecutive nights)
- Number of nights booked
- Booking price (weekday and weekend)
- Platform(s) on which unit is listed
- City issued license number

Data and information received from a third-party vendor are subject to public disclosure.

**Audit**

All records required to be maintained under SMC 6.600 are subject to inspection, copying and audit by the Department of Finance and Administrative Services (FAS) Director or his or her designee, with reasonable prior notice, during regular City business hours.