

Rental Registration and Inspection Ordinance (RRIO)

Improving and preserving safe and healthy housing for all Seattle renters

How to Claim Ownership of a Registered Property Instruction Sheet



Purpose

This instruction sheet provides you with step-by-step instructions for claiming ownership of a property that is already registered within the RRIO program.

Steps to Claim Ownership of a Registered Property

1. Login to your existing RRIO user account or create a new user account using these instructions: http://www.seattle.gov/DPD/cs/groups/pan/@pan/documents/web_informational/s048491.pdf.
2. In the blue shaded box on the right, under Rental Registration, click on the link **Create a Registration**.

Cart (4)	
15TMP-000030	\$175.00
15TMP-000039	\$175.00
15TMP-000046	\$185.00
15TMP-000054	\$177.00

3. On the next screen, click on **Transfer Existing Registration to New Owners**. Then click **Continue Application**.

Select an Action

Choose one of the following actions.

If you want to update an existing registration, please use the "Search Records" link above and then select "Update" to make your changes.

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

Continue Application

www.seattle.gov/RRIO



City of Seattle
Department of Construction and Inspections, Code Compliance Division

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

4. The next screen will ask for the Rental Property Registration Record Number. You should be able to get this information from the previous owner. If not, call the RRIO program at (206) 684-4110 and request it by giving the technician the property address. The system can only process one ownership claim at a time.
5. Click on the **Continue Application** button.
6. The following screen will ask you to update the owner information. Click the **Select From Account** button to add contacts from your user account or the **Add New** button to add new contacts. Make sure to add all 3 required contact types (owner, applicant and tenant contact for repairs).

1 Registration Details 2 Review 3 Record Issuance

Step 1: Registration Details > Contact
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".

* indicates a required field.

Contact List

Use the "Select from Account" button to add contacts already in your user account. Use the "Add New" button to add a contact that is not in your user account. To edit information in your user account, click the Account Management link at the top right of the screen.

Required Contact Type	Minimum
Applicant	1
Owner	1
Tenant Contact for Repairs	1

[Select from Account](#) [Add New](#)

Showing 0-0 of 0

Full Name	Business Name	Contact Type	Phone	Action
No records found.				

[Continue Application >](#) Save and resume later:

7. When all three have been successfully added, you will see a screen that looks like this:

* indicates a required field.

Contact List

Use the "Select from Account" button to add contacts already in your user account. Use the "Add New" button to add a contact that is not in your user account. To edit information in your user account, click the Account Management link at the top right of the screen.

Required Contact Type	Minimum
Applicant	1
Owner	1
Tenant Contact for Repairs	1

[Select from Account](#) [Add New](#)

✔ **Contact added successfully.**

Showing 1-3 of 3

Full Name	Business Name	Contact Type	Phone	Action
Angela Spencer		Applicant	(+1)206-666-6666	Edit Delete
Angela Spencer		Owner	(+1)206-666-6666	Edit Delete
Angela Spencer		Tenant Contact for Repairs	(+1)206-666-6666	Edit Delete

[Continue Application >](#) Save and resume later:



8. Click **Continue Application** through the Review page. You should end up on the Confirmation page. Notice the message at the bottom.

[Home](#) [Rental Registration](#)

[Create a Registration](#) | [Search & Update Records](#) | [Schedule an Inspection](#)

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

Step 3 : Receipt/Record Issuance

Please take a few minutes to complete this [Code Compliance Demographic Survey](#).

Confirmation Page

Your application(s) has been successfully submitted.
Please print your record(s) and retain a copy for your records.

No Address

[004-0001208](#)

 A notice was added to this record on 02/27/2015.
Condition: Transfer Existing Registration to New Owners Severity: Notice
Total Conditions: 1 (Notice: 1)

[Hide additional details](#)

Conditions

Showing 1-1 of 1

RRIO - 1 Applied

Rental Property

Transfer Existing Registration to New Owners ←

Thank you for updating the owner information for this rental property. To complete the process please update the rental unit information. You can do this by searching for the registration record and clicking the "update" link to the right. Then Choose the Update Unit Information option.

Applied | Notice | 02/27/2015



9. Once you have completed the ownership claim, you must click on the Rental Registration tab and click the **Update** button next to the property you just claimed.

Home **Rental Registration**

[Create a Registration](#) | [Search & Update Records](#) | [Schedule an Inspection](#)

Records

Showing 21-30 of 46 | [Download results](#) | [Add to collection](#) | [Add to cart](#) Show on Map 

<input type="checkbox"/> Create Date	Record Number	Record Type	Address	Related Records	Status	Action
<input type="checkbox"/> 12/30/2014	002-0001017	Private Inspector Registration		0	Active Registration	Update
<input type="checkbox"/> 12/30/2014	004-0001116	Rental Property Inspection Requirement	9000 25TH AVE SW SEATTLE	2	Inspection Completed	
<input type="checkbox"/> 12/30/2014	004-0001117	Rental Property Inspection Requirement	9000 25TH AVE SW SEATTLE	1	Inspection Completed	
<input type="checkbox"/> 12/29/2014	001-0102801	Rental Property Registration	9000 25TH AVE SW SEATTLE	1	Registration Submitted	Pay Fees Due Update
<input type="checkbox"/> 12/29/2014	001-0102802	Rental Property Registration	714 DENNY WAY SEATTLE	2	Registration Submitted	Pay Fees Due Update
<input type="checkbox"/> 12/23/2014	004-0001112	Rental Property Inspection Requirement	526 14TH AVE E SEATTLE	5	Inspection Overdue	
<input type="checkbox"/> 12/16/2014	001-0102800	Rental Property Registration	1049 NE 92ND ST SEATTLE	2	Active Registration	Update
<input type="checkbox"/> 12/16/2014	001-0102799	Rental Property Registration	1049 NE 92ND ST SEATTLE	3	Active Registration	Update
<input type="checkbox"/> 12/12/2014	001-0102798	Rental Property Registration	526 14TH AVE E SEATTLE	5	Active Registration	Update
<input type="checkbox"/> 12/02/2014	004-0001095	Transfer Existing Registration to New Owners	1049 NE 92ND ST SEATTLE	2	Amendment Accepted	

< Prev 1 2 3 4 5 Next >

10. In the next window, click on the **Rental Property - Update Unit Information** button. Then click on **Continue Application**.

 **My DPD Services** Help: [Email Us](#) | [\(206\) 684-4110](#)

[Announcements](#) | Logged in as **Angela Spencer** | [Collections \(0\)](#) | [Cart \(4\)](#) | [Account Management](#) | [Logout](#)

Search

Home **Rental Registration**

[Create a Registration](#) | [Search & Update Records](#) | [Schedule an Inspection](#)

Select update to make:

Select the type of update you would like to make.

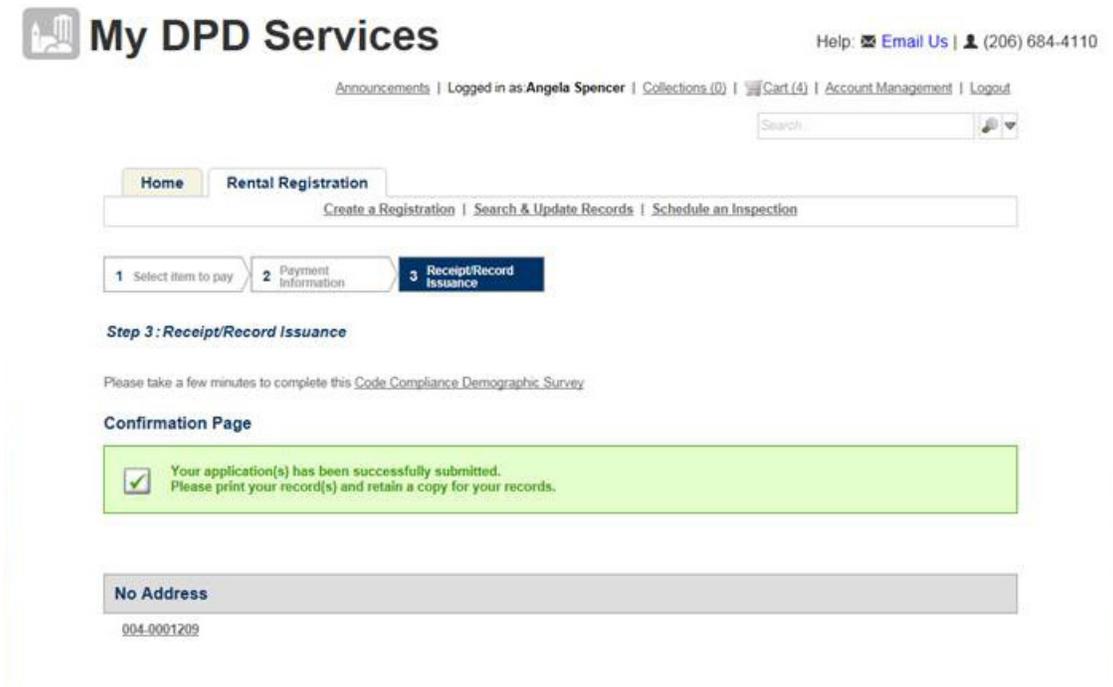
For assistance or for an update type not listed below please contact us.

- Rental Property - Relinquish Ownership
- Rental Property - Update Contact and Owner Information
- Rental Property - Update Rental Status
- Rental Property - Update Unit Information**

[Continue Application](#)



11. Make sure the information is still correct (you may need to add the identifiers of the units again) and then scroll down to the declaration section. You must declare that the property meets the RRIO standards by checking the box and selecting **Owner/Owner's Agent or Inspection by Qualified Rental Housing Inspector** from the dropdown menu. Click **Continue Application** a few more times until you reach the Confirmation Page that looks like this:



The screenshot shows the 'My DPD Services' web interface. At the top, there is a navigation bar with 'Home' and 'Rental Registration' tabs. Below the tabs are links for 'Create a Registration', 'Search & Update Records', and 'Schedule an Inspection'. A progress indicator shows three steps: '1 Select item to pay', '2 Payment Information', and '3 Receipt/Record Issuance', with the third step being the active one. The main content area is titled 'Step 3: Receipt/Record Issuance' and includes a link to a 'Code Compliance Demographic Survey'. A green confirmation box states: 'Your application(s) has been successfully submitted. Please print your record(s) and retain a copy for your records.' Below this, there is a 'No Address' section with the identifier '004-0001209'. The top right of the page features a 'Help' link, an 'Email Us' button, and a phone number '(206) 684-4110'. The top center shows the user is logged in as 'Angela Spencer' and provides links for 'Announcements', 'Collections (0)', 'Cart (4)', 'Account Management', and 'Logout'. A search bar is also visible.

12. You have completed the process and this rental property is now registered with the new ownership information.

