

Violations and Penalties



Steps to help property owners avoid violations and penalties:

- **Advanced notice of a requirement.** We will make every effort to contact the property owner and managers by mail well in advance of a due date to register, complete an inspection, or make a repair. We are also using advertising, community meetings, and other outreach to let property owners know about the registration due dates and other program requirements.
- **Notify us if you were contacted in error.** We make it easy to contact us by phone at (206) 684-4110 or online if:
 - The property is not a rental housing property
 - You are not the owner of the rental property
 - Any other reason you believe you do not need to meet the RRIO requirements.
- We will verify the error and update our records.
- **Request an extension.** If you cannot meet a due date, the best thing to do is contact us by phone at (206) 684-4110 or online and request an extension. Extensions can be granted to allow time for repairs, deal with problems caused by a renter that you did not know about, deal with ownership issues, and many other reasons.
- **Late / Warning letter.** Once your due date has passed, we will make every effort to contact you by mail to remind you of the requirement you missed and warn you that a violation and penalties may occur if you do not take action. A \$20 mandatory late fee is added to the registration fee for late registrations.

Notice of Violation:

- **Notice of Violation.** If you do not take the required action by the date specified in the warning letter, we will mail you a Notice of Violation letter. The notice provides a date to meet the RRIO requirement. After that date, penalties begin to accrue.
- **Reduced penalty or appeal.** You may request a review of the violation or penalties by following the steps on the information sheet located on the RRIO website. Our goal is to encourage property owners to follow the RRIO requirements, and we may reduce penalties if you quickly resolve the violation

If you do not comply with the Notice of Violation letter, and do not contact us about one of the other choices such as an extension or appeal, we will turn the case over to the City Attorney's office to file a law suit to compel you to meet the RRIO requirement and pay the penalties. You will be notified when we refer the violation to the City Attorney.