

## INSTRUCTIONS FOR OWNER OCCUPANCY COVENANT

The Cover Sheet, Covenant and Exhibit A must comply with the “Standard Formatting Requirements for Recording Documents” document. These requirements can be found at <http://www.kingcounty.gov/business/Recorders/OnlineFormsandDocumentStandards.aspx>.

Do not fax this document because the fax header will contaminate the top border.

Prior to recording, bring the covenant to Seattle DCI for review by the planner associated with your project.

Outlined below are some of the basic requirements.

1. Type or print clearly in black ink and have a clear 1-inch border on all four sides.
2. Complete the Washington State Recorder’s Cover Sheet. List your project number as the “Reference Number” and list all owners as the “Grantor(s).” Fill in the abbreviated legal description and the tax parcel number.
3. On the first page of the Covenant for Owner Occupancy, fill in the full legal name of all owners on the first blank line and the complete street address of the property on the second blank line.
4. Each owner must sign the bottom of page 1 in the presence of a Notary Public, and have the Notary complete page 2. If there are more than two owners, make copies of page 2 and have the Notary complete them as needed.
5. Type or clearly print in the box on Exhibit A the full legal description of the property.
6. Bring the reviewed covenant to King County for recording and return a copy of the recorded document with recording number stamp to Seattle DCI to receive your permit.

Return Address:  
City of Seattle  
Department of Construction and Inspections  
700 Fifth Avenue, Suite 2000  
P. O. Box 34019  
Seattle, WA 98124-4019

**WASHINGTON STATE RECORDER'S COVERSHEET (RCW 65.04)**

**Document title(s) (or transaction contained therein all areas applicable to your document must be filled in):**

**1. COVENANT FOR OWNER OCCUPANCY**

**Reference Number(s) of Documents assigned or released:**

**Project Number:** \_\_\_\_\_

**Grantor(s)** Last name first, then first name and middle initials)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

**Additional names on page \_\_\_\_\_ of document.**

**Grantee (s)** (Last name first, then first name and middle initials)

**THE SEATTLE, CITY OF**

**Legal Description** (abbreviated: i.e. lot, block, plat or section, township, range.)

Additional legal is on page \_\_\_\_\_ of document.

Assessor's Property Tax Parcel /Account Number: \_\_\_\_\_ Assessor's Tax Number not yet assigned

\_\_\_\_\_

**The Auditor/Recorder will rely on the information provided on the form. The staff will not read the document to verify the accuracy or completeness of the indexing information provided herein.**

**COVENANT FOR OWNER OCCUPANCY**

This Covenant for Owner Occupancy ("Covenant") is entered into by the undersigned owner(s) of real property legally described in Exhibit A hereto, in favor of The City of Seattle as required for the issuance to the owner(s) of a permit allowing the construction and/or use of an accessory dwelling unit on the property described in Exhibit A hereto ("the property").

\_\_\_\_\_ agree(s) as follows:

- 1) That he/she/they are the owner(s) of the property located in Seattle, Washington at \_\_\_\_\_ and legally described in Exhibit A, and that there are no other owners;
- 2) That he/she/they applied for a permit to construct and/or use an accessory dwelling unit on the property pursuant to Seattle Municipal Code (SMC) 23.44.041 and make(s) this covenant as required by SMC 23.44.041;
- 3) That the owner(s) of the property will restrict the use of the principal and accessory dwelling units on the property in compliance with the requirements of SMC 23.44.041;
- 4) That an owner with at least a 50 percent interest in the property will occupy either the principal dwelling unit or the accessory dwelling unit for six or more months of each calendar year as the owner's principal residence, unless a waiver has been applied for and granted by the City of Seattle Department of Construction and Inspections (Seattle DCI);
- 5) That if the owner(s) of the property are unable or unwilling to fulfill the requirements of SMC 23.44.041 for owner occupancy, then the owner(s) will remove those features of the accessory dwelling unit that make it a dwelling unit, as determined by Seattle DCI, including but not limited to removing electrical and plumbing fixtures and connections;
- 6) That this covenant shall run with the land and be binding upon the property owner(s), his/her/their heirs and assigns, and upon any parties subsequently acquiring any right, title or interest in the property;
- 7) That the undersigned owners and their heirs, successors and assigns will inform all prospective purchasers of the property of the terms of this Covenant; and
- 8) That this Covenant will be recorded by the owner(s) in the real estate records of the Office of Records and Elections of King County as a deed restriction, prior to issuance of the permit allowing construction and/or use of an accessory dwelling unit on the property.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Owner

STATE OF WASHINGTON    )  
  )  
COUNTY OF KING        )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, a Notary Public in  
and for the State of Washington, duly commissioned and sworn, personally appeared

\_\_\_\_\_

personally known to me (or proved to me on the basis of satisfactory evidence) to be the person(s)  
who executed this instrument and acknowledged it to be a free and voluntary act and deed for the  
uses and purposes mentioned in the instrument. IN WITNESS WHEREOF I have hereunder set my  
hand and official seal the day and year first above written.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(print or type name)

NOTARY PUBLIC in and for the state of Washington,

Residing at \_\_\_\_\_,

\_\_\_\_\_  
My commission expires

\_\_\_\_\_

EXHIBIT A TO OWNER OCCUPANCY COVENANT

COMPLETE LEGAL DESCRIPTION OF PROPERTY SUBJECT TO COVENANT:

LEGAL DESCRIPTION: