How to Claim Ownership of a Registered Rental Property

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. In order to claim ownership of a property that is registered with the RRIO program, you must first have a user account set up. If you need to set up a user account, use the instruction sheet: Creating a New User Account.

Steps to Claim Ownership of a Registered Property
2. Select Rental Housing Registration (RRIO) under the Create New section.
3. On the next page, click on the Rental Housing header to open the drop-down menu of available actions.
4. Select **Transfer Existing Registration to New Owners** and click **Continue Application**.

5. 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. Proceed by clicking 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).

![Screen showing the process of updating owner information](image)

7. When all three contacts have been successfully added, you will see a screen like the one below. Click **Continue Application** to proceed.

![Screen showing added contacts](image)
8. On the next page, review your submitted information and select **Continue Application** again. The system should then confirm the process is complete.

9. If the unit information about the rental has changed (i.e. a unit is now owner occupied, unit identifiers have changed, etc.), you should also update the property information. Click on the **My Records** tab and select **Rental Housing Registration (RRIO)** from the drop-down menu.
10. Click **Make Changes** under the action column for the property you just claimed.

![Image of My Rental Housing Registration (RRIO) Records]

11. Select **Rental Property – Update Unit Information**. Then click **Continue Application**.

![Image of Make a Change]

12. Update the information as needed to reflect any changes. You will need to add all the identifiers of the units again to provide the most up-to-date information 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 a Confirmation Page like the one below regarding your submitted changes.

![Image of Confirmation Page]

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