

# Creating a Property Registration

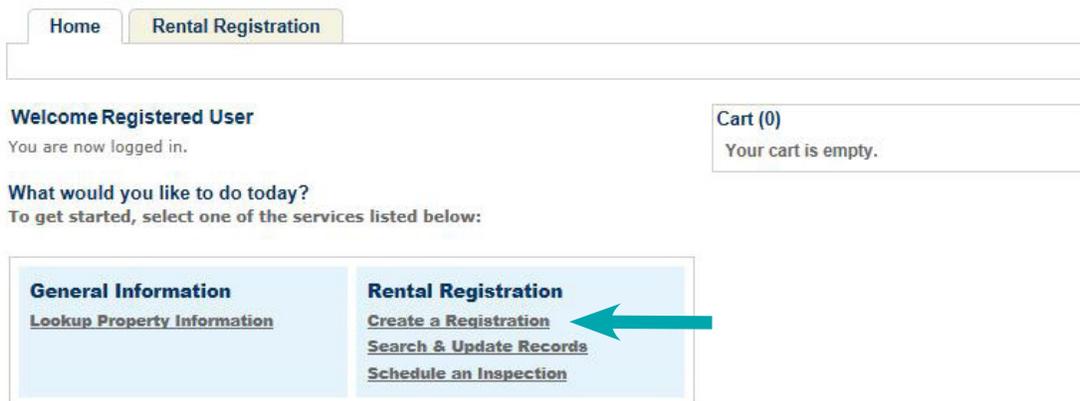


## Purpose

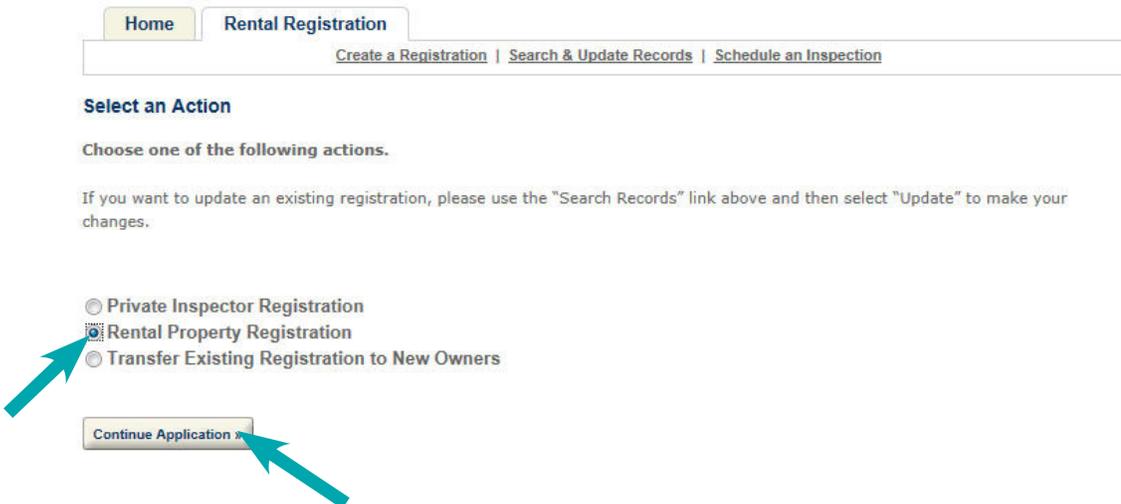
This instruction sheet provides you with step-by-step instructions for creating a property registration in the RRIO online system. In order to register your property online, you must first have a user account set up and a credit card for payment. If you need to set up a user account, use the instruction sheet: Creating a New User Account.

## Steps to Register a Property

1. In your web browser, navigate to the My DPD Portal: <https://mydpdservices.seattle.gov/RRIO>  
Sign in with your username and password. You should see a page like the one below.
2. In the blue shaded box on the right, under Rental Registration, click on the link “**Create a Registration.**”



3. Click on the radio button next to “**Rental Property Registration,**” then click the “**Continue Registration**” button.



4. Search for a property by using the parcel number. Enter the parcel number and click the “**Search**” button in the Parcel section.

**NOTE:** If you received a registration letter, your parcel number is in the upper right corner of the letter. You can also find your parcel number by searching the King County Assessor website and clicking on the Parcel Viewer in the column on the right:

<http://info.kingcounty.gov/Assessor/eRealProperty/default.aspx>

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### Rental Property Registration

1 **Property Details**   2 Registration Details   3 Review   4 Pay Fees   5 Record Issuance

#### Step 1: Property Details > Property Location

\* indicates a required field.

**Parcel**

Thank you for registering your property online.

To begin, please enter your parcel number (without dashes) and click the "Search" button. If you do not know your parcel number, you can find it on your registration reminder letter, by using the "Select your location from the map" button below, or at [King County Assessor](#)

Select your location from the map: 

\* Parcel Number:

**Address**

After doing the parcel search, in most cases, the correct single address will populate in the Address section below. If more than one address is listed with your parcel number, select the main address you want to register from the list. If you cannot find the address you want in the list above, select the closest address above to populate the Address form below, then click the "Clear" button below the Address section and type in the correct address.

Select your location from the map: 

\* Street #:    Mod:    Direction:    \* Street Name:    Street Type:    Street Suffix:

City:    State:    Zip:

Save and resume later: 



5. If the search has a single result, the address and parcel number will auto-populate in the screen.

If the search has multiple results, you should see a page like the one below. Click on the Parcel Number of the correct property address. The address and parcel number will be populated in the screen.

**Parcel**

Thank you for registering your property online.

To begin, please enter your parcel number (without dashes) and click the "Search" button. If you do not know your parcel number, you can find it on your registration reminder letter, by using the "Select your location from the map" button below, or at [King County Assessor](#)

Select your location from the map: 

\* Parcel Number:

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**6 search results returned matching your parcel.**  
Click any of the results below to view more details.  
Showing 1-6 of 6

Parcel Number	Owner	Address
0942000710	SEATTLE CITY OF FAS	711 6TH AVE SEATTLE
0942000710	SEATTLE CITY OF FAS	744 5TH AVE SEATTLE
0942000710	SEATTLE CITY OF FAS	504 CHERRY ST SEATTLE
0942000710	SEATTLE CITY OF FAS	700 5TH AVE SEATTLE
0942000710	SEATTLE CITY OF FAS	501 COLUMBIA ST SEATTLE
0942000710	SEATTLE CITY OF FAS	525 COLUMBIA ST SEATTLE

6. If the property address is not on the results list, select an address that is the closest and make corrections in the Address section before continuing.

Once a selection has been made, you should see a screen like the one below. Click the "Continue Application" button.

\* indicates a required field.

**Parcel**

Thank you for registering your property online.

To begin, please enter your parcel number (without dashes) and click the "Search" button. If you do not know your parcel number, you can find it on your registration reminder letter, by using the "Select your location from the map" button below, or at [King County Assessor](#)

Select your location from the map: 

\* Parcel Number:

---

**Address**

After doing the parcel search, in most cases, the correct single address will populate in the Address section below. If more than one address is listed with your parcel number, select the main address you want to register from the list. If you cannot find the address you want in the list above, select the closest address above to populate the Address form below, then click the "Clear" button below the Address section and type in the correct address.

Select your location from the map: 

\* Street #:  Mod:  Direction:  \* Street Name:  Street Type:  Street Suffix:

City:  State:  Zip:

*Change the address of the property here if needed before continuing with application*



7. RRIO Rental Property Registration requires 3 contacts: an owner, an applicant, and a tenant contact for repairs.

You will see  if the contact has not yet been added.

Use the **“Select from Account”** button if you wish to add information from your User Account. Use the **“Add New”** button if you wish to add someone that is not listed in your user account.

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### Rental Property Registration

1 **Property Details** | 2 Registration Details | 3 Review | 4 Pay Fees | 5 Record Issuance

#### Step 1 : Property Details > Contact List

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 “Auto-fill with” to populate contact information below from your Account Management profile. To edit this information click on “Account Management” link at the top right of this screen.

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

[Select from Account](#) | [Add New](#) | [Look Up](#)

Showing 0-0 of 0

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

[Continue Application »](#)

Save and resume later: 



If you use the **“Select from Account”** button, a new window opens. If you see the contact you wish to use, click the button next to the contact to select. Then click the **“Continue”** button.

### Select Contact from Account

Select a contact to attach to this application.

If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-2 of 2

Category	Type	Name
<input checked="" type="radio"/> Associated Contact	Individual	Angela Spencer
<input type="radio"/> Associated Contact	Individual	

**Continue** Discard Changes

A new window opens. Select the type of contact (a \* indicates a required contact). Choices include:

- Applicant\*
- Attorney
- Contact
- Design Professional
- Owner\*
- Property Manager
- Responsible Party
- Tenant Contact for Repairs\*

Click the **“Continue”** button.

### Select Contact from Account

Angela Spencer

\* Type: --Select--

**Continue** Discard Changes

The following result should be seen:

\* indicates a required field.

### Contact List

Use “Auto-fill with” to populate contact information below from your Account Management profile. To edit this information click on “Account Management” link at the top right of this screen.

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

Select from Account Add New Look Up

 **Contact added successfully.**

You will see the  when you have entered the contact correctly.

If you need to add a new contact, click on the **“Add New”** button:

\* indicates a required field.

### Contact List

Use “Auto-fill with” to populate contact information below from your Account Management profile. To edit this information click on “Account Management” link at the top right of this screen.

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

Select the Contact type from the dropdown menu and click the **“Continue”** button.

### Select Contact Type

\* Type:

Choose Individual or Organization from the dropdown menu and fill in the remaining fields. For phone number, do NOT put anything in the (+ ) field unless you have an international country code.

### Contact Information

\* Individual/Organization:

\* First:

Middle:

\* Last:

Business or Organization Name:

\* Organization Name:

Organization Representative:

Country:

\* Address Line 1:

Address Line 2:

\* City:

\* State:

\* Zip:

\* Primary Phone:

(+ 1 )

E-mail:



When complete, click the “**Conitnue**” button.

**\* Communication**

Preference:

--Select--

**\* Receive communication about this project:**

Yes  No

[Discard Changes](#)

When you have all 3 required contact types added successfully, you will see 3 green check marks:

\* indicates a required field.

**Contact List**

Use “Auto-fill with” to populate contact information below from your Account Management profile. To edit this information click on “Account Management” link at the top right of this screen.

	<b>Required Contact Type</b>	<b>Minimum</b>
✓	Applicant	1
✓	Owner	1
✓	Tenant Contact for Repairs	1

✓ **Contact added successfully.**

Once all contacts have been added, click the “**Continue Application**” button.



8. Enter the number of rental units that are available for this property. This number includes both units rented and may be available for rent. Do not include non-residential units or units typically not for rent.

In the Property Information section, provide the Property Name and declare if the property is a newly-constructed or substantially altered property with the Certificate of Occupancy or final inspection completed after January 1, 2014.

Click the **Add Units** button to add a single unit or use the drop down box next to Add Units to add multiple units. A popup menu will appear allowing rows to be added. Click on the number of rows to be added to fill in unit information. The total number of rows added should match the “**Number of Units Available for Rent**” field.

The screenshot shows the 'Rental Property Registration' process. At the top, there are navigation tabs for 'Home' and 'Rental Registration', and a menu with options: 'Create a Registration', 'Search & Update Records', and 'Schedule an Inspection'. Below this is a progress bar with five steps: 1 Property Details, 2 Registration Details (highlighted), 3 Review, 4 Pay Fees, and 5 Record Issuance. The current step is 'Step 2: Registration Details > Property Details'. A note indicates '\* indicates a required field.' The 'Registration Information' section contains a text input field for '\* Number of Units Available for Rent: (?)'. A blue arrow points to this field. The 'Property Information' section includes a text input for 'Property Name: (?)' with a blue arrow pointing to it, and a question 'Is this a newly-constructed or substantially altered property with the Certificate of Occupancy or final inspection completed after January 1, 2014?:' with radio buttons for 'Yes' and 'No' (selected). The 'Rental Units' section has a table with columns 'Unit Identifier', 'Top Residential Floor', and 'Lowest Residential Floor'. A blue arrow points to the 'Add Unit(s)' button at the bottom of the table. A dropdown menu is open on the left, showing options from 'Add 2 Rows' to 'Add 10 Rows', with a blue arrow pointing to the 'Add 2 Rows' option.



When you list your unit identifiers, you are also asked to indicate whether the unit is a “Top Residential Floor” or “Lowest Residential Floor.”

Please list all your rental units by clicking “Add Unit(s)”. To add multiple units, click the arrow to the right of the Add Unit(s) button. Each unit must have an identifier or number. If you only have one unit and it doesn’t have an identifier or number, please enter NA.

Since rentals on the highest or lowest floors usually have more problems with water damage, please indicate if the unit is in either position. Leave this blank if the rental is not on either floor, or if this does not apply to your unit (like a row house).

To change information about a unit, check its row in the “Units” table and then click “Edit Selected”.

Move the “Actions” button back to the right : table.

\* Unit Number:   Top Residential Floor  Lowest Residential Floor

\* Unit Number:   Top Residential Floor  Lowest Residential Floor

\* Unit Number:   Top Residential Floor  Lowest Residential Floor

If you accidentally click the box indicating that a unit is a “Top Residential Floor” or a “Lowest Residential Floor” and wish to edit it, click the Actions link and choose edit for the unit whose floor designation you want to change.

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<input type="checkbox"/>	Unit Identifier	Top Residential Floor	Lowest Residential Floor
<input type="checkbox"/>	<a href="#">Actions</a> 1	No	No
<input type="checkbox"/>	<a href="#">Actions</a> 2	No	No
<input type="checkbox"/>	<a href="#">Actions</a> 3	No	No
<input type="checkbox"/>	<a href="#">Actions</a> 4	No	No
<input type="checkbox"/>	<a href="#">Actions</a> 5	No	No
<input type="checkbox"/>	<a href="#">Actions</a> 6	No	No
<input type="checkbox"/>	<a href="#">Actions</a> 7	No	No



Once the edit box comes up click the opposite floor designation (for example, if you accidentally selected “Top Residential Floor” you should click the selection for the “Lowest Residential Floor”). In this example, the “Lowest Residential Floor” is now checked. Now deselect the designation you just clicked and the checkmark will be removed from the box. Click “Submit” and the change will be saved.

✕

Please list all your rental units by clicking “Add Unit(s)”. To add multiple units, click the arrow to the right of the Add Unit(s) button. Each unit must have an identifier or number. If you only have one unit and it doesn’t have an identifier or number, please enter NA.

Since rentals on the highest or lowest floors usually have more problems with water damage, please indicate if the unit is in either position. Leave this blank if the rental is not on either floor, or if this does not apply to your unit (like a row house).

To change information about a unit, check its row in the “Units” table and then click “Edit Selected”.

Move the “Actions” button back to the right of the table.

**\* Unit Number:** ?

**Top Residential Floor** ?       **Lowest Residential Floor** ?

1972 are exempted from this requirement.



9. If using the drop down box next to Add Units, a popup window like the one below will appear to enter unit details. Once information is entered click on the **“Submit”** button.

✕

Please list all your rental units by clicking "Add Unit(s)". To add multiple units, click the arrow to the right of the Add Unit(s) button. Each unit must have an identifier or number. If you only have one unit and it doesn't have an identifier or number, please enter NA.

Since rentals on the highest or lowest floors usually have more problems with water damage, please indicate if the unit is in either position. Leave this blank if the rental is not on either floor, or if this does not apply to your unit (like a row house).

To change information about a unit, check its row in the "Units" table and then click "Edit Selected".

Move the "Actions" button back to the right of the table.

\* Unit Number:   Top Residential Floor  Lowest Residential Floor

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\* Unit Number:   Top Residential Floor  Lowest Residential Floor

---

\* Unit Number:   Top Residential Floor  Lowest Residential Floor

---

\* Unit Number:   Top Residential Floor  Lowest Residential Floor

The information will be added to the main page and will look similar to the screen below:

**Units**

Please list all your rental units by clicking "Add Unit(s)". To add multiple units, click the arrow to the right of the Add Unit(s) button. Each unit must have an identifier or number. If you only have one unit and it doesn't have an identifier or number, please enter NA.

Since rentals on the highest or lowest floors usually have more problems with water damage, please indicate if the unit is in either position. Leave this blank if the rental is not on either floor, or if this does not apply to your unit (like a row house).

To change information about a unit, check its row in the "Units" table and then click "Edit Selected".

Move the "Actions" button back to the right of the table.

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<input type="checkbox"/>	Unit Identifier	Top Residential Floor	Lowest Residential Floor
<input type="checkbox"/>	<b>Actions</b> ▼ 1	No	Yes
<input type="checkbox"/>	<b>Actions</b> ▼ 2	No	No
<input type="checkbox"/>	<b>Actions</b> ▼ 3	No	No
<input type="checkbox"/>	<b>Actions</b> ▼ 4	Yes	No



10. RRIO Rental Property Registration requires that all registered rental units comply with the RRIO Checklist standards as listed at the bottom of this screen. You may evaluate the requirements yourself or hire an inspector to perform a pre-registration inspection to ensure that rental units meet the standards.

Click the checkbox next to the statement that indicates compliance with the standards and use the drop down box to choose who has evaluated the RRIO Checklist. Click on the “**Continue Application**” button.

### Declaration Information

Seattle’s Rental Registration and Inspection Ordinance requires that all rental housing units meet basic maintenance standards found in the RRIO Checklist. Owners must declare their rental units meet or will meet those standards before being rented. [Click here for the full RRIO Checklist](#), that is summarized below.

#### 1. Exterior: Structure, Shelter, and Maintenance

Roof, chimney, foundation, stairs, and decks are reasonably free of decay (e.g., severe cracks, soft spots, loose pieces, deterioration, or other indications that repair is needed); maintained in a safe, sound, and sanitary condition; and capable of withstanding normal loads and forces. The building and its components, including windows, should be reasonably weather-proof and damp-free.

#### 2. Interior: Structure, Shelter, and Maintenance

Walls, floors, stairs, and other structural components are reasonably free of decay, maintained in a safe and sound condition, and capable of withstanding normal loads and forces. Natural and mechanical lighting and ventilation is adequate and maintained in good working order for each habitable room in the unit.

#### 3. Emergency Escape Windows and Doors

Every sleeping room built or permitted after August 10, 1972 must have an emergency escape window or door. Emergency escape windows must open to the exterior, have a minimum opening of 5.7 square feet with a minimum dimension of at least 24 inches high and at least 20 inches wide, and must not exceed a maximum sill height of 44 inches from the floor. In order to meet the total square footage requirement, a window size of nearly 2 by 3 feet is typically required. Sleeping rooms that were built under permit prior to August 10, 1972 are exempted from this requirement.

#### 4. Room Size and Condition

All rooms used as living or sleeping rooms must meet minimum requirements for square footage and must not have dirt floors.

#### 5. Heating System

Every bathroom and habitable room must have a functioning, properly ventilated, and permanently-installed heat source.

#### 6. Electrical Standards

All electrical equipment and wiring must be approved and maintained in safe and sound condition and in good working order.

#### 7. Plumbing and Hot Water

Plumbing systems must be properly installed, functional, sanitary and maintained in good condition. Water temperature reaches at least 100°F after running water for two minutes.

#### 8. Sanitation Standards: Bathrooms

Every unit has at least one directly accessible bathroom (primary bathroom) that includes an operable toilet, sink, and tub or shower, all in safe and sound condition and sanitary working order. Does not apply to a legally established SRO/rooming house/micro-housing unit that does not have a bathroom, although any associated common or shared bathroom must meet these standards.

#### 9. Sanitation Standards: Kitchen

Every unit has a kitchen with a sink, counter, cabinets, cooking appliance, and refrigerator maintained in safe, sound, and sanitary condition. This does not apply to units comprised of a single habitable room such as a Single Room Occupancy, rooming house, or micro-housing unit when the unit does not have a kitchen. Common kitchen must meet these standards.

#### 10. Owners’ Obligations

Property owners are responsible for ensuring that the property is free of excess trash; insects and rodents have been exterminated; unit and building doors lock with a deadbolt or deadlatch; and working smoke detectors are installed outside sleeping rooms.

\*By signing below, I confirm that all units that are currently or may be available for rent meet the requirements of the Rental Registration and Inspection Ordinance as detailed in the RRIO Checklist. By checking the following box, I acknowledge and intend that submission of this electronic form will be treated as an original signature for the purposes of this application and for any other matter related to this application.:

\*Who evaluated units for compliance with standards?: ?

Continue Application »

Save and resume later:



11. Indicate if any improvements were made to the property in order to meet the RRIO Checklist standards. If “No” is clicked, click on the “Continue Application” button.

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### Rental Property Registration

1 Property Details | 2 **Registration Details** | 3 Review | 4 Pay Fees | 5 Record Issuance

*Step 2: Registration Details > Property Details Cont.*

\* indicates a required field.

#### Property Improvement

We want to learn how this program affects rental housing, and whether you had to make any repairs in order to meet the program standards.

Were changes or improvements made to this property in the past year in order to register for RRIO?  Yes  No

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

If “Yes” is clicked, a list of questions will appear. Use the drop down menu to indicate the range of investment made on improvements. Click the checkboxes next to the high-level items that were improved. Once complete click on the “Continue Application” button.

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### Rental Property Registration

1 Property Details | 2 **Registration Details** | 3 Review | 4 Pay Fees | 5 Record Issuance

*Step 2: Registration Details > Property Details Cont.*

\* indicates a required field.

#### Property Improvement

We want to learn how this program affects rental housing, and whether you had to make any repairs in order to meet the program standards.

Were changes or improvements made to this property in the past year in order to register for RRIO?  Yes  No

How much money did you spend to improve this property in the past year in order to register for RRIO?:

Exterior Structure, Shelter, and Maintenance:

Interior Structure, Shelter, and Maintenance:

Emergency Escape Windows and Doors:

Room Size and Condition:

Heating System:

Electrical Standards:

Plumbing and Hot Water:

Sanitation Standards - Bathrooms:

Sanitation Standards - Kitchen:

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



12. A summary of the information that has been entered will appear for review. If any changes need to be made before final submission, click on the **“Edit”** button to the right of the category that needs to change. Once all information is reviewed to be correct click on the **“Continue Application”** button.

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**Rental Property Registration**

1 Property Details | 2 Registration Details | **3 Review** | 4 Pay Fees | 5 Record Issuance

**Step 3: Review**

Continue Application » Save and resume later:

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

**Record Type**

Rental Property Registration

**Parcel** Edit

Parcel Number: 1499000000

**Address** Edit

116 WARREN AVE N  
SEATTLE WA 98109

**Contact List** Edit

**Contact List**  
Showing 1-3 of 3

Full Name	Business Name	Contact Type	Phone	Action
Property Owner		Owner	(+1)206-802-2066	<a href="#">Edit</a>
Jane Doe		Applicant	(+1)206-206-2060	<a href="#">Edit</a>
	Joe's Repairs	Tenant Contact for Repairs	(+1)206-662-6066	<a href="#">Edit</a>

**Registration Information** Edit

Number of Units Available for Rent: 4

**Property Information** Edit

Property Name: Apartments  
Is this a newly-constructed or substantially altered property with the No Certificate of Occupancy or final inspection completed after January 1, 2014?:

**Units** Edit

Unit Identifier	Top Residential Floor	Lowest Residential Floor
1	No	Yes
2	No	No
3	No	No
4	Yes	No

**Declaration Information** Edit

By signing below, I confirm that all units that are currently or may be Yes available for rent meet the requirements of the Rental Registration and Inspection Ordinance as detailed in the RRIO Checklist. By checking the following box, I acknowledge and intend that submission of this electronic form will be treated as an original signature for the purposes of this application and for any other matter related to this application.:

Who evaluated units for compliance with standards?: Owner/Owners Agent

**Property Improvement** Edit

Were changes or improvements made to this property in the past No year in order to register for RRIO?:

How much money did you spend to improve this property in the past year in order to register for RRIO?:

Exterior Structure, Shelter, and Maintenance: No  
 Interior Structure, Shelter, and Maintenance: No  
 Emergency Escape Windows and Doors: No  
 Room Size and Condition: No  
 Heating System: No  
 Electrical Standards: No  
 Plumbing and Hot Water: No  
 Sanitation Standards - Bathrooms: No  
 Sanitation Standards - Kitchen: No

Continue Application » Save and resume later:



13. RRIO Rental Property Registration fee is \$175 for a property and includes the first rental unit, plus \$2 for each additional unit. For example:

Number of Rental Housing Units	Base Fee (property + 1st unit)	Unit Fee	Total for Five Years
1	\$175	\$0	\$175
2	\$175	\$2	\$177
10	\$175	\$18	\$193
100	\$175	\$198	\$373

The RRIO online system will calculate the fee for registration based upon the number of units entered on previous screens. Click on the “**Check Out**” button.

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**Rental Property Registration**

1 Property Details 2 Registration Details 3 Review 4 Pay Fees 5 Record Issuance

**Step 4: Pay Fees**

Listed below are your fees based upon the information you have entered. You can find more information about fees and how they have been calculated at [RRIO Fee Calculation](#)

Fees	Qty.	Amount
Property Registration Fee	1	\$181.00

**TOTAL FEES**

**\$181.00**

Check Out »

14. You may choose to pay for the current registration by clicking on the “**Checkout**” button OR you may add another property registration to your cart by clicking on the “**Continue Shopping**” button.

If you wish to pay using a check, please click on the Paying by Check link shown in the red box below, which takes you to the **Paying Registration Fee(s) by Check After Registering Online** instruction sheet.

Home Rental Registration

**Cart**

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

**Step 1: Select item to pay**

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

**If you plan to pay by check**, you can print a copy of this page and mail it with your check instead of filling out a paper registration form. See **Paying by Check** for further instructions.

**PAY NOW**

1049 NE 92ND ST SEATTLE  
 1 Application(s) | \$175.00

▶ Rental Property Registration 15TMP-000030 \$175.00 Edit Save for later Remove



15. Enter payment details, using credit card, and click on the “**Submit Payment**” button. **Please do NOT click the “Submit Payment” button more than one time. If you receive an error or feel your payment did not go through for any reason, please call the RRIO line at (206) 684-4110.**

Home Rental Registration

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

**Step 2: Payment Information**

You can only pay for your online registration by credit card.

**Payment Options** \* indicates a required field.

Amount to be charged: \$181.00

Payment Method: Card

**Credit Card Information:**

\* Card Type: --Select-- \* Card Number: Do not include dashes \* Security Code:

\* Name on Card: \* Exp. Date: 01 2014

**Credit Card Holder Information:**

Auto-fill with Jane Doe

Country: United States

\* Street Address:

\* City: \* State: --Select-- \* Zip:

\* Phone: (+ 1 )

Only use (1+) field if entering international code.

E-mail:

Submit Payment »



16. A confirmation screen will appear with the RRIO Registration Number. Click the **“Print/View Receipt”** button to print a receipt.

Home Rental Registration

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.

Print/View Receipt

6046 40TH AVE NE SEATTLE

001-0101186 View Record View Receipt

Print/View Receipt

17. Congratulations! Your rental property has been registered with RRIO. A popup window will appear with your RRIO Property Rental Registration receipt. You may choose to print or save this receipt.
18. If you have chosen to be contacted via email, your RRIO Registration Certificate will be emailed to you as an attachment. If you have chosen to be contacted via postal mail, your RRIO Registration Certificate will be mailed to you in approximately 7 – 10 days.
19. Please print your RRIO Registration Certificate and post it in a visible location in the rental property. New tenants should receive a copy of the RRIO Registration Certificate as part of their lease agreement.

## Having Trouble?

If you are experiencing any difficulties creating your property registration please contact the RRIO Help Desk at 206-684-4110.

