

**Source of Income Protections
Seattle's Open Housing Ordinance, SMC 14.08
Final Rules**

SHRR 110-010. Alternative Source of Income – Verifiable Income – Meaning of Confirmed

1. "Confirmed" means that there is written proof that identifies the source of the income and that shows either the amount of income or that the income has been received by the applicant. This proof can consist of a single document or multiple documents. If an individual has multiple documents which together show the amount of income or the receipt of income, at least one of the written documents must specify the source of income.

SHRR 110-020. Subtraction of Section 8 or Subsidy from Monthly Rent – Short Term Subsidies

1. Per SMC 14.08.040(F)(1), the monthly payment of the short-term subsidy must be subtracted from the total of the monthly rent.
 - a. The monthly subsidy amount shall not be prorated over a longer period of time.
 - b. The calculation shall not be for months in the lease beyond the time period of the subsidy.

SHRR 110-030. First-In-Time – Notice to Prospective Tenants – Website Advertisements

1. If a person advertises an available unit(s) on any website, its own or a third party, the advertisement must include notice of the required information listed under SMC 14.08.050(A)(1).
2. The website advertisement must include the required information in full text or through a hyperlink to the required information that exists on another website.
3. If the advertisement includes a hyperlink, the hyperlink must be clear and conspicuous to the reader. To be clear and conspicuous, the link must be self-evident on the website, must be labeled to convey the nature and relevance of the information to which it leads and identify that a hyperlink is being used, and must take the reader directly to the information on the click-through page.

SHRR 110-040. First-In-Time – Date and Time Stamp – Receipt Date

1. In-Person Receipt. For the purposes of noting the date and time of a completed application that is received in-person, the date and time of receipt is the date and time that the owner or lessor is physically provided the completed application.
2. Email Receipt. For the purposes of noting the date and time of a completed application that is sent by email, the date and time of receipt is the date and time that the electronic mail service notes on the email.
3. Mail or Mailbox Receipt. For the purposes of noting the date and time of a completed application that is sent by mail or received by mailbox, the date and time of receipt is the date and time that the owner or lessor physically removes it from the mailbox.

SHRR 110-050. First-In-Time - Time Calculation

1. Notification by Telephone, Voice-Mail, or In-Person. For the purposes of calculating the time periods that are referenced in SMC 14.08.050(A)(3) and (4), the period starts to run from the date and time of verbal notification if informed by phone or in person.
2. Notification by electronic mail or text message. For the purposes of calculating the time periods that are referenced in SMC 14.08.050(A)(3) and (4), the period starts to run from the date and time that the electronic mail service notes on the email.
3. Notification by mail or mailbox. For the purposes of calculating the time periods that are referenced in SMC 14.08.050(A)(3) and (4), the period starts to run from the date and time that the applicant physically removes it from the mailbox.