# CITY OF SEATTLE SHORT TERM RENTAL PUBLIC USER GUIDE

FINANCE AND ADMINISTRATIVE SERVICES | REGULATORY COMPLIANCE AND CONSUMER PROTECTION

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# Where do I apply for my license?

### **Seattle Services Portal**

https://cosaccela.seattle.gov

You will need to set up an account before you can apply.

## What do I need before I apply?

Short-Term Rental Operator	<ul> <li>Valid City of Seattle business license tax certificate number (business license/customer number)</li> <li>Rental Registration Inspection Ordinance (RRIO) registration number for secondary units</li> <li>A Rental Registry document demonstrating you were operating the unit within the 12 months before 9/30/2017 for legacy units (required to upload)</li> </ul>
Bed and Breakfast Operator	<ul> <li>Valid City of Seattle business license tax certificate (business license/customer number)</li> <li>Washington State Transient Accommodation License number</li> <li>A copy of your Washington State Transient Accommodation license (required to upload)</li> </ul>
Platform	<ul> <li>Valid City of Seattle business license tax certificate (business license/customer number) if there is an office in Seattle.</li> </ul>

# **About Legacy Zones**

An online version of this section can be found at the following URL: https://seattlegov.zendesk.com/hc/en-us/articles/360026668314-About-Legacy-Zones

#### Legacy short-term rental unit

A legacy short-term rental unit ("legacy unit") is one that has been in operation since prior to September 30, 2017 by an operator who:

- can provide a rental registry showing the dates on which the unit was rented in the year prior to September 30, 2017; and
- has maintained a current City of Seattle business license tax certificate from the beginning of the registry period to the present.

"Legacy unit" status is not transferable. This means that if the owner of a legacy unit sells that unit, it is no longer a legacy unit. If the operator of a rented legacy unit ceases to operate it (see "Downtown Urban Core" below), a different operator may not take over this work because the unit is no longer a legacy unit.

Seattle's short-term rental legislation is complex, and different provisions apply in each of three "legacy zones." These provisions affect the number and type of units you may add to your operator license. If you operate units in more than one legacy zone, you may only claim the provisions of one of those legacy zones. (When adding units to your operator license, make sure the first unit you add is located in that legacy zone.) You will need to make this decision, in conjunction with anyone else who has an ownership interest in your properties either as an individual or as an organization member. City staff cannot provide guidance about what decision will work best for your needs.

The information in this article applies only to legacy unit operators. If the conditions above do not apply to your unit or units *and* to you, you are not a legacy unit operator.

#### 1. Downtown Urban Core

The Downtown Urban Core is the only area of the city in which non-owner occupants (i.e., renters) may operate legacy units. Upon the City's request, these operators must be able to provide a unit owner's written consent for its operation as a short-term rental unit.

An operator of legacy units in the Downtown Urban Core may operate an unlimited number of such units, including his or her primary residence.



#### 2. First Hill/Capitol Hill Urban Center

This legacy zone is the only one in which the owner of a building constructed after 2012 and containing no more than five dwelling units may operate all of them as legacy units, in addition to his or her primary unit and up to one secondary unit (i.e., up to 5 units in the building plus two more).

There are very few such buildings. If you believe that your building is in this legacy zone, please call (206) 367-1267 to speak with a customer service representative.

#### 3. Greater Seattle

Geographically, this legacy zone includes most of Seattle. The legislation allows an owner of legacy units in this area to operate up to two of them, as long as neither is the owner's primary residence. But one year after the issuance of his or her operator license, this owner may also add his or her primary residence to that license.

For more information about legacy units please refer to FAS Short-term rental rules <u>STR-3 License and</u> <u>license applications.</u>

## How do I set up my Seattle Services Portal Account?

1. CLICK: Register for an Account



2. READ: General disclaimer

CLICK: The checkbox to accept

#### **CLICK**: Continue Registration



#### 3. ENTER: Login information

* User Name:	0
* Email Address:	
* Password:	0
* Type Password Again:	
*Enter Security Question:	0
* Answer (case sensitive):	•
Contact Information	
Add your contact information so you can quickly assign i	t to your application.
Add New	

#### 4. CLICK: Add New

Login Information	0		
UserName1			
* Email Address:			
user@name1.com			
* Password:	0		
* Type Password Again:			
* Enter Security Question:	0		
Security Question			
* Answer (case sensitive):	0		
Answer			
Contact Informat	ion		
oontdot informat			
Add your contact information s	o you can quickly assign it to	your application.	
Add New			

# Adding Contact Information

You must include your contact information when creating an account. The contact information you provide should be the contact information of the person or organization who will be applying for the license and to whom the license will be issued to.

#### 5. SELECT: A contact type

#### **CLICK**: Continue

Select Contact Type	×	Select Contact Type	×
Individual Scard Changes		* Type: Individual  Continue Discard Changes	

#### **ENTER:** Contact Information

#### **CLICK:** Continue

	Middle: *Last:	
Address Line 1:		
Address Line 2:		
* City:	* State: * Zip:	
SEATTLE	WA	
Country:		
United States	<b>•</b>	
<pre>* Primary Phone: * 1 )</pre>	Secondary Phone: (+ 1)	
Email:		

Note: Select Organization if you are applying for an STR Operator License for a property owned by an LLC or other legal entity.

#### If a window displays, **CLICK:** Continue



The **email address** provided here is the one that **City** staff will use to **communicate** with you about your STR Operator License and the unit(s) you operate.

### 6. CLICK: Continue Registration

Login Information	
User Name:	0
serName1	
* mail Address:	
u er@name1.com	
* Pessword:	0
••••••••	
A Transmission	
* Tyle Password Again:	
* Enter Security Question: Security Question	
	0
Answer	
Contact Information	
Add your output information so you can quickly assign it	to your application
Add your contact information so you can quickly assign it	to your application.
Contact Ided successfully.	
User Name Email: user@ ame1.com	
Email: user@_ame1.com Phone: (+1) <sup>0</sup> 3-9284	
Remove	
Continue Registration »	
	vate your account
Continue Registration >	vate your account.
	vate your account.
Almost there! Check your email to activ	
Almost there! Check your email to activ	vate your account.
Almost there! Check your email to active fore you can login, you must activate your account	
Almost there! Check your email to active fore you can login, you must activate your account	
Almost there! Check your email to active effore you can login, you must activate your account Account Information	nt. An email was sent with instructions. If you did not receive this email, please check your junk/spam folder.
Almost there! Check your email to active refore you can login, you must activate your account Account Information Jser Name:	nt. An email was sent with instructions. If you did not receive this email, please check your junk/spam folder. UserName1
Almost there! Check your email to active lefore you can login, you must activate your account Account Information Jser Name: Email:	nt. An email was sent with instructions. If you did not receive this email, please check your junk/spam folder.
Almost there! Check your email to active defore you can login, you must activate your account Account Information User Name: Email: Password:	nt. An email was sent with instructions. If you did not receive this email, please check your junk/spam folder. UserName1 user@name1.com
Almost there! Check your email to active efore you can login, you must activate your account Account Information User Name: imail: Password:	nt. An email was sent with instructions. If you did not receive this email, please check your junk/spam folder. UserName1 user@name1.com ******
Almost there! Check your email to active refore you can login, you must activate your account Account Information User Name: Email: Password: Paccurity Question: Contact Information	nt. An email was sent with instructions. If you did not receive this email, please check your junk/spam folder. UserName1 user@name1.com ****** Security Question
Almost there! Check your email to active tefore you can login, you must activate your account Account Information User Name: Email: Password: Becurity Question:	nt. An email was sent with instructions. If you did not receive this email, please check your junk/spam folder. UserName1 user@name1.com ******

#### 7. GO TO YOUR EMAIL: And follow the activation instructions

# Which application do I select?

Start at the **Seattle Service Portal** home page

https://cosaccela.seattle.gov

- 1. LOGIN: to your account
- 2. SELECT: Licenses Short Term Rentals

Seattle.g Mayor Jenny			≡ Men
Seattle S	Services Portal		
<b>↑</b> Home	My Records <b>?</b> Help		
		Announcements Logged in as:avocado Coli	ections (0) 🔀 Cart (0) Account Management Logout
Search All Re	cords		
Enter an ac	ddress, record number, or conta	act Q T	
Welcome, av You are now l			
+ Crea	ate New	Schedule	Q Find Existing
Compla	I Tune-Ups ints - Ruilding & Property s - Short Term Rentals	To schedule an <b>inspection</b> or <b>appointment</b> enter your record number in the search box above.	<ul> <li>Complaints - Building &amp; Property</li> <li>Licenses - Taxi &amp; For-Hire</li> <li>Licenses - Trade &amp; Equipment</li> </ul>
	s - Taxi & For-Hire s - Trade & Equipment	For more information, see How to Schedule an Inspection or Appointment.	<ul> <li>Permits - Parking &amp; Truck</li> <li>Permits - Street Use</li> </ul>
Permits	- Parking & Truck - Street Use - Trade, Construction & Land	For information on how to schedule a large sign confirmation, see How to Submit an Environmental Sign Installation Notification.	<ul> <li>Permits - Trade, Construction &amp; Land Use</li> <li>Public Notices</li> <li>Rental Housing Registration (RRIO)</li> </ul>

### Select a Record Type

Choose one of the following Available record types. For assistance or to apply for a record type not listed below contact us. To view existing records or to make changes to your records, lick on the My Records link above. After submitting, check your email for additional instructions.

#### Short-Term Rental License Applications

Bed and Breakfast Rental Operator License Application

- Platform License Application
- Short-Term Rental Operator License Application

**Continue Application »** 

### Short-Term Rental Operator License Application

For hosts/operators to license their short-term rental units

-- MOST USERS--

#### **Platform License Application**

For companies (e.g. AirBnB, Vrbo, etc.) that provide a forum for operators to list their short-term rental and bed and breakfast units to be booked. For this application, you will need your current City of Seattle Business License Number if you have an office in the City of Seattle

#### Bed and Breakfast Operator License Application

For hosts/operators who:

- Meet the State of Washington's requirements to be a bed and breakfast
- Have a Washington State Transient Accommodation License
  - Meet Seattle Department of Construction and Inspections' land use code requirements for bed and breakfasts in Seattle

# How do I apply for a Short-Term Rental Operator License?

This application is for hosts/operators to license their short-term rental units.

#### Start at the **Seattle Service Portal** home page

https://cosaccela.seattle.gov

- 1. LOGIN: to your account
- 2. SELECT: Licenses Short Term Rentals

Mayor Jenny A. Durkan		≡ Men
eattle Services Portal		
Home		
		Announcements & Register for an Account Login
Search All Records		
Enter an address, record number, or contact	Q *	
<ul> <li>Create New</li> <li>Building Tune-Ups</li> <li>Complaints - Building &amp; Property</li> <li>Licenses - Short Term Rentals</li> <li>Licenses - Trade &amp; Equipment</li> <li>Permits - Parking &amp; Truck</li> <li>Permits - Street Use</li> </ul>	<ul> <li>Schedule</li> <li>To schedule an inspection or appointment enter your record number in the search box above.</li> <li>For more information, see How to Schedule an Inspection or Appointment.</li> <li>For information on how to schedule a large sign confirmation, see How to Submit an</li> </ul>	Complaints - Building & Property     Complaints - Building & Property     Licenses - Trade & Equipment     Permits - Parking & Truck     Permits - Street Use     Permits - Trade, Construction & Land Use     Public Notices     Rental Housing Registration (RRIO)

3. SELECT: Short-Term Rental Operator License Application

**CLICK:** Continue Application

Select a Record Type
C hoose one of the following Available record types. For assistance or to apply for a record type not listed below contact us. To view existing records or to make changes to your records, lick on the My Records link above. A fter submitting, check your email for additional instructions.
<ul> <li>Short-Term Rental License Applications</li> </ul>
<ul> <li>Bed and Breakfast Rental Operator License Application</li> <li>Platform License Application</li> <li>Short-Term Rental Operator License Application</li> </ul>
Continue Application »

**4. CLICK:** Select from Account

1 Contact Information	2 Application Detail	3 Review	4 Record Issuance
ep 1 : Contact Information > C	ontact Information		
ou have selected a Shor	-Term Rental Operator License Application. T	his application is for operators to licen	nse their short-term rental units.
o this application, you w	ill need the following:		
Names and email ac	le Business License Number Idresses of all members and property owners Iress of your spouse if applicable	, and if property owners are business (	entities, list all entity members
	e record, a Thank You page will load. The ap uctions for adding units shortly after submittin		a Unit Amendment is completed and paid for. You will
Indicates a required field			
* A malia a mati (na ma	ing all		
*Applicant (requ	lired)		
Select a contact using the	button(s) below.		
Select from Account	ה		
Select II offi Account	ע		
Save and Resume Later	1		Continue Application »

#### 5. CLICK: Continue Application

Short-Term Rent	al Operator License A	pplication	
1 Contact Information	2 Application Detail	3 Review	4 Record Issuance
Step 1 : Contact Information > Contact	Information		
You have selected a Short-Terr	n Rental Operator License Application. T	his application is for operators to licen	se their short-term rental units.
For this application, you will ne	ed the following:		
	isiness License Number ses of all members and property owners, of your spouse if applicable	, and if property owners are business e	entities, list all entity members
	ord, a thank You page will load. The ap ns for adding units shortly after submittin		a Unit Amendment is completed and paid for. You will
* Indicates a required field			
*Applicant (require	d)		
Select a contact using the butto	n(s) below.		
Contact added successfully.			
ched ar ched@ar.com Home phone: (+1)542-582-4555 Mobile Phone: Work Phone: Fax: Remove	i		
Save and Resume Later			Continue Application »

If the information selected from your account isn't correct, go to **Account Management**. In the Contact Information section, **click "Actions"** to the right of your contact, and **select "View"**. Make your changes and **save**. 6. ENTER: your City Business License/Customer Number

Contact Information	2 Application	Detail	3 Review	4 Record Issuance	
o 2 : Application Detail > Appli	ication Detail				
ndicates a required field					
	S LICENSE DETAI	15			
SITT DOGINE C	DENOL DE IAI	20			
If you do not know your Cus	stomer number you can search	h for it at this website: http	os://www.seattle.gov/licenses/find_a_h	usiness If you have created a new or undated an existing	
				usiness If you have created a new, or updated an existing application; please click Save and Resume Later, and try aga	ain in
business license within the	last 48 hours, those changes n	nay not be reflected and w	vill prevent you from completing this a	usiness If you have created a new, or updated an existing pplication; please click Save and Resume Later, and try aga ww.filelocal-wa.gov/Default_FileLocal.aspx) to remedy the is	
business license within the	last 48 hours, those changes n icense is expired accurrently ha	nay not be reflected and w	vill prevent you from completing this a	pplication; please click Save and Resume Later, and try aga	
business license within the 48 hours. If your business li	last 48 hours, those changes n icense is expired accurrently ha	nay not be reflected and w	vill prevent you from completing this a	pplication; please click Save and Resume Later, and try aga	
business license within the 48 hours. If your business li	last 48 hours, those changes n icense is expired accurrently ha	nay not be reflected and w	vill prevent you from completing this a	pplication; please click Save and Resume Later, and try aga	
business license within the 48 hours. If your business li * Business License/Custom Customer Number Status:	last 48 hours those changes n icense is expired a currently ha	nay not be reflected and w as open obligations assoc	vill prevent you from completing this a	pplication; please click Save and Resume Later, and try aga	
business license within the 48 hours. If your business li * Business License/Custom	last 48 hours those changes n icense is expired a currently ha	nay not be reflected and was open obligations assoc	vill prevent you from completing this a	pplication; please click Save and Resume Later, and try aga	
business license within the 48 hours. If your business li * Business License/Custom Customer Number Status: Does the account have unp	last 48 hours those changes n icense is expired a currently ha	nay not be reflected and w as open obligations assoc	vill prevent you from completing this a clated with it, go to FileLocal (https://w	pplication; please click Save and Resume Later, and try aga	
business license within the 48 hours. If your business li * Business License/Custom Customer Number Status: Does the account have unp taxes?:	last 48 hours those changes n icense is expired a currently ha	nay not be reflected and w as open obligations assoc	vill prevent you from completing this a	pplication; please click Save and Resume Later, and try aga	

#### **CLICK:** outside of the field

The other City Business License Details fields populate

business license within the last 48 hours, those changes m	h for it at this website: https://www.seattle.gov/licenses/find-a-business If you have created a new, or updated an existing nay not be reflected and will prevent you from completing this application; please click Save and Resume Later, and try again in as open obligations associated with it, go to FileLocal (https://www.filelocal-wa.gov/Default_FileLocal.aspx) to remedy the issue.
Business License/Customer Number:	123456
Customer Number Status:	Active
Does the account have unpaid balances and/or unfiled axes?:	⊖ Yes ⊛ No
Open Date:	7/15/2009

7. SCROLL DOWN: to Spouse Information

SELECT: whether or not you are married

If you are married:

**ENTER:** your spouse's first name, last name, and email address



Why do I need to provide my spouse's information? The short-term rental ordinance allows a married

allows a married couple to have only one operator license. They may not each obtain a separate license.

# Is my STR unit

### Legacy?

Yes, if:

- Your City Business License was opened before 9/30/2017
- You can prove you were operating each unit within the 12 months before 9/30/2017.

For more information about Legacy, see the <u>About Legacy</u> <u>Zones</u> section in this document.

#### 8. SCROLL DOWN: to Legacy Operator

**SELECT:** whether or not you were operating short-term rentals since before 9/30/2019.



9. SCROLL DOWN: to Member or Owner List

#### CLICK: Add a Row

IEMBER OR OWNER LIS	Т		
ist all organization members or property own	ers. Note: if you are a tenant (only applicable ir	legacy downtown urban center), you do not have to li	st the property owner.
First Name	Last Name	Email Address	
No records found.			
Add a Row   🔻 Edit Selected Dele	te Selected		
ave and Resume Later			Continue Application »

**ENTER:** the member or property owner's first name, last name, and email address

#### **CLICK:** Submit

	bers or property owners. Note: if you a have to list the property owner.	are a tenant (only applicable in legacy	<b>X</b> downtown
* First Name:	* Last Name:	* Email Address:	
Submit		Cancel	

**REPEAT:** this step to add additional members or property owners.

**NOTE:** If you are an individual, you may not need to enter anything in the Member or Owner List section.

### **10. CLICK:** Continue Application

* Spouse First Name:	Jayne		
* Spouse Last Name:	Dough		
* S <sub>h</sub> ruse Email:	jayne@dough.net		
LEGACY OPERATOR			
Have you been legally operating short-term rentail since * before 9/30/2017:	a 🛿 🖲 Yes 🔿 No		
MEMBER OR OWNER LIST			
List all organization members or property owners, includ list the property owner.	ling anyone on the property deed. No	v if you are a tenant (only applicable in legacy dow	ntown urban center), you do not have to
Showing 1-1 of 1			
First Name	Last Name	Email ddress	
John	Dough	john@dough.nv	Actions 🗸
Add a Row 🛛 👻 Edit Selected Delete Select	ed		
Save and Resume Later			Continue Application »

#### 11. REVIEW: the information on the page

If information needs to be changed, CLICK: Edit

**CLICK:** the checkbox to agree to confirm your compliance with City of Seattle requirements

**CLICK:** Continue Application





#### 12. A Thank You page loads

#### **!!! YOUR APPLICATION IS NOT COMPLETE !!!**

eattl	e Services	Portal					
Home	I∎My Records	<b>?</b> Help					
			Announcements	Logged in as:jade hey	Collections (0)	📜 Cart (0)	Reports
Thanl	k You						
$\oslash$	Your information has be to <b>My Records</b> to view		ng on your record type, a	dditional action may be re	equired. Go		
Item							
Record N							
STR-OP	AP-19-000128						

#### What did I submit?

You submitted your application information - you still need to submit information about your units.

#### What else happened?



We sent you an email with instructions for adding units

We sent an email to your spouse, if applicable, to let them know about your application

We sent an email to your members or property owners, if applicable, to let them know they were listed on your application

### 13. CLICK: on My Records

CLICK: on Licenses – Short Term Rentals	CLICK:	on Licenses -	Short '	Term Rentals
---	--------	---------------	---------	--------------

A Home	I≣My Records <b>⊘</b> Help		
	My Records Overview	ouncements Logged in as:jade hey Collections (0)	📜 Cart (0
	Building, Tune-Ups		
	Complaints - Building & Property		
Than	Licenses - Short Term Rentals		
$\bigcirc$	Licenses - Taxi & For-Hire	record type, additional action may be required. Go	
$\bigotimes$	Licenses - Trade & Equipment	coord type, additional action may be required. Co	
	Permits - Parking & Truck		
	Permits - Street Use		
Item	Permits - Trade, Construction & Land Use		
	Rental Housing Registration (RRIO)		
Record I	AP-19-000128		

**14. CLICK:** Add Units in the Action column of your Short-Term Rental License Application row

Home		My Records	Help	! Announceme	ents Logged in as	jade hey Collec	tions (0) 🏾 📜 Car	t (0) Reports (1) 🗸	Account Manager
ly Sł	hort <sup>-</sup>	Term Re	ntal Licen	se Record	S				
ly Sk		Term Re			s				
-	1-8 of 8				S Project Name	Expiration Date	Status	Action	Sho

### **15. CLICK:** Continue Application

1 Contact Information	2 Application Detail	3 Review	4 Pay Fees	5 Record Issuance
Step 1: Contact Information	> Contact Information			
	units to a license or license application perated before September 30, 2017,			ou wish to operate in the City of Seattle. If you legacy region.
	bout legacy regions, see this article: by load a Rental Registry of the nigh			About-Legacy-Zones. For legacy units, you r 30, 2017
f you are listing a unit	as a prima x property, you may have	to provide documentation p	roving the address is your primary re	sidence.
If you are listing a unit number to complete th		t need to register with Renta	I Registration & Inspection Ordinance	e (RRIO). You will need the RRIO registration
To register with RRIO,	return to the home page of the patt	tle Services Portal, locate the	e Create New section, and select "Re	ntal Housing Registration (RRIO)."
	nits that meet the State of Washingto se for upload, and the license numbe		d and breakfast, you will need a copy	of your Washington State Transient
* Indicates a required field				
Applicant				
The contact below is a	is currently listed on the parent license or a	application record.		
Jade Marie Enterpris Address: 123 Front				
SEATTLE Email: jade.redfield@ Primary Phone: (+1) Secondary Phone:	;, WA, 98021 seattle.gov 573-493-0458			

#### Which unit do I add first?

If you operate **legacy** units, **first** add a legacy unit from the legacy **region** you wish to be your primary legacy region. You can find more information about legacy units in the <u>About Legacy Zones</u> section in this document.

#### **16. READ:** the information on this page

#### CLICK: Add Unit

1 Contact Information	2 Application Detail	3 Review	4 Pay Fees	5 Record Issuance
Step 2: Application Detail > A	pplication Detail			
	units to a license or license applicatio erated before September 30, 2017,			ou wish to operate in the City of Seattle. If you legacy region.
	bout legacy regions, see this article: upload a Rental Registry of the nigh	· · ·		About-Legacy-Zones. For legacy units, you 30, 2017
you are listing a unit a	as a primary property, you may have	to provide documentation pro	wing the address is your primary re	sidence.
you are listing a unit a mber to complete thi	2 1 2 2 2	t need to register with Rental	Registration & Inspection Ordinance	e (RRIO). You will need the RRIO registration
c register with RRIO, I	return to the home page of the Seatt	le Services Portal, locate the	Create New section, and select "Re	ntal Housing Registration (RRIO)."
· · · ·	nits that meet the State of Washingto se for upload, and the license numbe		and breakfast, you will need a copy	of your Washington State Transient
In icates a required field In t Manageme	nt			
	were in operation before September 30, 2019, ple the "Remove" column unless you wish to delete/r			
			Description	Registered Date Status Type
O click the checkbox in t	Record ID Address			
Our click the checkbox in t Details Remove Unit	Record ID Address the Submit Units button once you have finished	entering your units. By clicking the Subr	JL	tion entered is true and correct.

#### 17. ENTER: the unit address

#### **CLICK:** Search Address

Street Number 700	Street Prefix	Street Name 5th	Street Type	Street Suffix	Clear Address	Search Address
_		_				

Uploading Documents	
Note: the document upload section may look different depending on your browser. These instructions are for Google Chrome in Windows 10.	

#### **18. SELECT:** the correct address

#### **CLICK:** Select Address

		Ľ	th	AVE	• •	Clear Address	Search Address
_	Address						
	700 5th Ave, Seattle, Wa	shington, 981	04				
,	700 Cth Ave N, Seattle, V	Washington, 9	8109				
)	700 5th Ave S, Seame,	Mashington, 9	3104				
)	700 5th Ave W, Seattle,	Washington, a	5 MA				
							Select Address

#### **19. ENTER:** the required information

NOTE: New fields may appear depending on your selections

Street Number 700	Street Prefix	Street Name 5th		Street Type AVE 🔻	Street Suffix	Clear Address
Uni Record ID	Downtown Urban Center		Registere	ed Date		
	STR		Statu			
Property Type		•				
Unit Number (If there is no unit number enter NA)		•				
Description						
Primary Residence	⊖ Yes ⊖ No*					
Number of Bedrooms		•				
Have you been operating this unit prior to September 30, 2017?	🔾 Yes 🔘 No*					
I certify that I am the owner of this unit	🕞 Yes 💮 No*					
			Select Docur	ment Category Select		T
			Choose Uploaded Do	File No file chosen	Upload	
						Verify Unit Cancel

**20.** Documents may be required to be uploaded, red text will display on the bottom-right **CLICK:** Choose File



NAVIGATE: to the correct file SELECT: the file CLICK: Open

→ Y T 📕 « Sh	ort Term Rentals > UAT > STR-UAT-Docs	v 0	Search STR-UAT-Docs	م ر
rganize 🔻 🛛 New folde	er			□ ?
▲ Quick access	Name	Date modified	Туре	Size
	🛃 ProofofPrimary	11/18/2018 3:04 PM	Microsoft Word D	0 KB
ᡖ Desktop 🖈	ProofOfPrimary2	11/18/2018 3:05 PM	JPG File	7 KB
🔈 Downloads 🖈	ProofofPrimarv3	11/18/2018 3:06 PM	JPG File	20 KB
🚡 Pictures 🛛 🖈	😥 RentalRegistry	11/18/2018 3:06 PM	Microsoft Excel W	7 KB
Camera Roll  FonforcementApp  Reports  STR-UAT-Docs  OneDrive - City of  This PC  Network V	TransientAccomodationLicense	11/18/2018 3:10 PM	Adobe Acrobat D	130 KB
	ame: RentalRegistry		All Files Open	∼ Cancel

#### **CLICK:** Upload

Unit Record ID Registered Date Registered Date Registered Date Registered Date Registered Date STR Data Status Properly Type Apartment	Street Number 700	Street Prefix Street Name	Street Type Street Suffix	Clear Address
Region     Downtown Urban Center       ype     STR       broperty Type     Apartment       Jnt Number (If there is no unit number enter NA)     143569       besoription     The unit on the ground floor on the west side of the building.       Primary Residence <ul> <li>Yes<ul> <li>No*</li> </ul>        Aurober of Bedrooms</li> <li>2           aver you been operating this unit prior to September 30, 2017          <ul> <li>Yes<ul> <li>No*</li> <li>Yes<ul></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul>	Init Record ID		Depister of Defe	
Type     STR     Status       Property Type     Apartment     •       Juit Number (If there is no unit number enter NA)     •     •       Description     •     •       Description     •     •       where of Bedrooms     2     •       ave you been operating this unit prior to September 30, 2017     •     Vest •     No*       •     •     •     •     •	_	Downtown Lirban Center	Registered Date	
Apartment       Init Number (If there is no unit number enter NA)     V33569       tescription     The unit on the ground floor on the west side of the building.       init Number of Bedrooms     9 Yes No*       tave you been operating this unit prior to September 30, 2017     Image Yes No*       ave you been operating this unit prior to September 30, 2017     Image Yes No*	-		Status	
tescription     The unit on the ground floor on the west side of the building.     immary Residence     Immary Residence <td></td> <td>Apartment •</td> <td></td> <td></td>		Apartment •		
rimary Residence        • Yes        No*       // No*	Init Number (If there is no unit number enter NA)	123569		
Number of Bedrooms 2 ave you been operating this unit prior to September 30, 2017? © Yes © No* © Yes © No*	Description	The unit on the ground floor on the west side of the l	building.	
tave you been operating this unit prior to September 30, 2017? (a) Yes () No* certify that I am the owner of this unit (a) Yes () No*	Primary Residence	⊛ Yes ⊙ No*		
certify that I am the owner of this unit	lumber of Bedrooms	2		
	Have you been operating this unit prior to September 30, 2017?	Yes No*		
* Please upload a registry identifying the dates the dweining unit was used as a short-term rental within the 12-month period prior to September 30, 201	certify that I am the owner of this unit	⊛ Yes ⊖ No*		
		* Please uplead a si	policity identifying the datase the dust we will use used as a sheet term postal within t	on 12 month pariod prior to Soutomber 20, 2017
		Prease option and		e rzemonar penda prior to september 30, 2017
Select Document Category Remot Registration History				*
Choose File RentalRegistry.xlsx Upload				5
Verify Unit Cancel			Uploaded Documents:	_

The red text disappears when you have uploaded the required documentation, and green text displays indicating which document was uploaded. CLICK: Verify Unit

Select Document Ca	tegory Rental Registr	ation History		•
Choose File		Upload Up	oad was successful	
	stration History - RentalRe	gistry		

If all of the information entered passes, a green message displays. A red message will display if the information cannot be verified.

#### **CLICK:** Save

700       Sth       AVE       Clear Addr         Region       Downtown Urban Center       Registered Date         Region       Downtown Urban Center       Status       Verified         Property Type       Apartment       •       •         Unit Number (If there is no unit number enter NA)       1230%       •       •         Description       The unit on the sround floor on the west side of the building.       •       •         Primary Residence       •       Yes       No*       •         Number of Bedrooms       2       •       •       •         Have you been operating this unit prior to September 30. 2017       •       Yes No*       •         Verify that I am the owner of this unit       •       Yes No*       •         Select Document Catagory Floantal Registration History       •       •         Upload       Upload       Upload       Upload       Upload	treet Number	Street Prefix	Street Name	Street Type	Street Suffix	
Region       Downtown Urban Center         Type       STR       Status       Verified         Property Type       Apartment       •         Unit Number (If there is no unit number enter NA)       12396       •         Description       The unit on the scound floor on the west side of the building.       •         Primary Residence       • Yes • No*       •         Number of Bedrooms       2       •         Have you been operating this unit prior to September 30. 2017       • Yes • No*         I certify that I am the owner of this unit       • Yes • No*         Select Document Category Tental Registration History       •         Choose File No file choselsh       Upload	00	•	5th	AVE •	•	Clear Address
Type     STR     Status     Verified       Property Type     Apartment     •       Unit Number (If there is no unit number enter NA)     12300     •       Description     The unit on the woot side of the building.     •       Primary Residence     •     Yes •       Number of Bedrooms     2     •       Have you been operating this unit prior to September 30. 2017?     •       • Yes •     No*       Loerstly that Lam the owner of this unit     •       Yes •     No*	nit Record ID			Registered Date		
Apartment       •         Property Type       Apartment       •         Unit Number (If there is no unit number enter NA)       12300       •         Description       The unit on the roound floor on the west side of the building.       •         Primary Residence       • Yes • No*       •         Number of Bedrooms       2       •         Have you been operating this unit prior to September 30, 2017?       • Yes • No*       •         I certify that I am the owner of this unit       • Yes • No*       •         Choose File No file chosehr       Upload       •						
Junk Number (If there is no unit number enter NA)       12300         Description       The unit on the round floor on the west side of the building.         Primary Residence       • Yes • No*         Number of Bedrooms       2         Aver you been operating this unit prior to September 30, 2017       • Yes • No*         certify that I am the owner of this unit       • Yes • No*         Select Document Category Tental Registration History.           Choose File No file choseht       Upload	ibe	STR		Status Verified		
Description       The unit on the roound floor on the west side of the building.         Primary Residence <ul> <li>Yes</li> <li>No*</li> <li>Yes</li> <li>Yes</li> <li>No*</li> <li>No*</li> <li>Yes</li> <li>No*</li> <li>No*</li> <li>Yes</li> <li>No*</li> <li>No*</li></ul>	roperty Type	Apartment •	•			
Description Primary Residence	nit Number (If there is no unit number enter NA)	123500	•			
Primary Residence  Primary Resid		The unit on the ground	floor on the west side of the building.			
Number of Bedrooms          2       •         Have you been operating this unit prior to September 30, 2017?       • Yes        No*         I certify that I am the owner of this unit       • Yes        No*         Select Document Category Contal Registration History       •         Choose File       No file choseth       Upload	escription			1		
Have you been operating this unit prior to September 30, 2017?	imary Residence	⊛ Yes ◯ No*				
I certify that I am the owner of this unit   Yes No*  Select Document Category Dental Registration History  Choose File No file chose I  Upload	umber of Bedrooms	2				
Select Document Category Contal Registration History	ave you been operating this unit prior to September 30, 2017?	e Yes ○ No*				
Choose File No file chosen Upload	ertify that I am the owner of this unit	Yes No*				
Choose File No file chosen Upload						
Choose File No file chosen Upload				Select Document Category Dontal F	edistration History	•
opioaded bottaments.					Opload	
1. Rental Registration History - RentalRegistry.						
				<ol> <li>Rental Registration History - Re</li> </ol>	entai Registry.x	
Save Verify Unit Car						Save Verify Unit Cancel

**21. REPEAT:** steps 6-20 to add another unit, if necessary

#### 22. CLICK: Submit Units

#### **CLICK:** Continue Application

1 Contact Information	2 Application Detail	3 Review	4 Pay Fees	5 Record Issuance
tep 2: Application Detail > App	plication Detail			
			eed the address(es) of the unit(s) you wish st unit you enter will determine your legacy	
			m/hc/en-us/articles/360026668314-About-l 12-month period prior to September 30, 20	
ou are listing a unit as	a primary property, you may hav	e to provide documentation pr	oving the address is your primary residence	e.
you are listing a unit as unber to complete this a		st need to register with Rental	Registration & Inspection Ordinance (RRIC	). You will need the RRIO registrati
egister with RRIO, ref	turn to the home page of the Sea	ttle Services Portal, locate the	Create New section, and select "Rental Ho	using Registration (RRIO)."
	is that meet the State of Washingt for upload, and the license numb		and breakfast, you will need a copy of you	Washington State Transient
Ind cates a required field				
	t			
ni Management			t you enter will determine your primary region. Inse.	
ni Management	ere in operation before September 30, 2019, p			Registered Date Status Type
ni Management	ere in operation before September 30, 2019, p "Remove" column unless you wish to delete	remove the unit from the application/lice	inse.	Registered Date Status Type 07/30/2019 Verified STR
ni Management	ere in operation before September 30, 2019, p "Remove" column unless you wish to delete ecord ID Address	remove the unit from the application/lice	nse. Description	
ni Managemeni you reregistering units that we DNC click the checkbox in the Deta s Remove Unit Re	ere in operation before September 30, 2019, p "Remove" column unless you wish to delete ecord ID Address	remove the unit from the application/lice	nse. Description	
ni Managemeni you e registering units that we DNC click the checkbox in the Deta s Remove Unit Re 1	ere in operation before September 30, 2019, p "Remove" column unless you wish to delete ecord ID Address	remove the unit from the application/lice	nse. Description	
ni Managemeni you e registering units that we DNC click the checkbox in the Deta s Remove Unit Re Add Unit	ere in operation before September 30, 2019, p "Remove" column unless you wish to delete ecord ID Address 12000052 - 700 50 mpleted successfully	remove the unit from the application/lice	nse. Description	

#### What if I want to add more units later?

No problem! You can submit and pay for this one now, and add and pay for more later as long as you are within the maximum number of units allowed under City of Seattle requirements.

#### 23. REVIEW: the information

### **CLICK:** the checkbox to confirm your compliance with City of Seattle Requirements

**CLICK:** Continue Application

Contact Information	2 Application Detail	3 Review	4 Pay Fees	5 Record Issuance
tep 3: Review				
Save and Resume Late	er			Continue Application »
Please review all information	on below. Click the "Edit" buttons to make	changes to sections or "Continue	Application" to move on.	
Record Type				
Init Amendment				
Applicant				Edit
ndividual ade hey 23 front st EATTLE, WA, 98372 Inited States Yrimary Phone:(+1)374-85 Email: hey@jade.com	9-5934			
anna that the information		hat I am is compliance with City o	f Seattle Ordinance 125490 and all assor	istad Diseataria Dulas
	agree to the above certification.	nat i am in compliance with City o	r Seattle Ordinance 125450 and an assor	Date:
,	5			
Save and Resume Late	er			Continue Application »

#### 24. CLICK: Check Out



#### 25. CLICK: Check Out

1 Select item to pay	2 Payment Information	3 Receipt/Record Issuance	
Step 1: Select item to pay			
ou can pay for items later by	clicking on Edit Cart and removing the	items you don't want to pay now.	
you plan to pay by check, s	see How Do I Pay by Check? for furth	er instructions.	
f somebody else is responsible	e for paying fees, see How to Pay Fee	·S.	
FAY NOW			
No Address			
Application(s)   \$75.00 Unit Amendment 1 TMP-009825	Total due: \$75.00		
\$75.00			
Checkout » Edit Cart	t » Back to Home »		

26. ENTER: Credit Card Information and Credit Card Holder Information

#### **CLICK:** Submit Payment

1 Select item to pay	2 Payment Information	3 Receipt/Record Issuance	
Step 2 : Payment Information			
ay now with a credit card.			
Payment Options		* indicates a requir	red field.
Amount to be charged: \$75.00			
Pay with Credit Card			
redit Card Information	ation:		
Card Type: * Card Number:	Security Code:		
Select  No dashes or spaces			
	Expiration Date:		
	2019		
Credit Card Holder	Information:		
Auto-fill with jade hey			
Country:			
United States	•		
Street Address:			
City: * State:	* Zip:		
Phone:		N	
+ 1 )	)	$\sim$	
mail:			
Submit Payment »			



**27.** A Thank You page loads, and your license is issued.



# What do I need to include on each listing?

You need to include your **Short-Term Rental Operator License record number** or **Bed and Breakfast Rental Operator License record number** on every listing. Below are the steps to get to that number and print your license. Printing the license is not required, but is available to you.

#### Start at any page in the Seattle Service Portal

https://cosaccela.seattle.gov

- 1. LOGIN: to your account
- 2. CLICK: on My Records

**CLICK:** on Licenses - Short Term Rentals

eattl	e Services Portal		
<b>↑</b> Home	Help		
	My Records Overview Building Tune-Ups	Announcements Logged in as:hello jade	Collections (0) 🏾 📜 Cart (0) Account Mana
Sea En		Q.*	
W Yo			
4	Permits - Parking & Truck Permits - Street Use	Schedule	Q Find Existing
	Permits - Trade, Construction & Land Use Rental Housing Registration (RRIO)	To schedule an <b>inspection</b> or <b>appointment</b> enter your record number in the search box above.	Complaints - Building & Propert     Licenses - Taxi & For-Hire     Licenses - Trade & Equipment
	Licenses - Taxi & For-Hire Licenses - Trade & Equipment	For more information, see How to Schedule an Inspection or Appointment.	<ul><li>Permits - Parking &amp; Truck</li><li>Permits - Street Use</li></ul>
	Permits - Parking & Truck Permits - Street Use Permits - Trade, Construction & Land Use Rental Housing Registration (RRIO)	For information on how to schedule a large sign confirmation, see How to Submit an Environmental Sign Installation Notification.	<ul> <li>Permits - Trade, Construction &amp;</li> <li>Public Notices</li> <li>Rental Housing Registration (RI)</li> </ul>

3. LOCATE: the Short Term Rental Operator License or Bed and Breakfast Rental Operator License record type, and then the record number for the same row. The value the format STR-OPLI-XX-XXXXXX or STR-BB-OPLI-XX-XXXXXX is your license number

∎My	Records (2)	Help			attle Services Portal								
			Announcements	Logged in as:he	llo jade Collecti	ons (0) 🏾 📜 Cart	(0) Reports (1)  Account Man	agement Logout					
Short	Term Re	ental Licens	se Records	\$									
1-4 of 4	Download Result	s   Add to Collection	Add to cart										
					Expiration								
ate	Record Number	Record Type	Description	Project Name	Date	Status	Action	Short Notes					
/18/2019		Short-Term Rental Unit		Short-Term Rental Unit		Active							
140/2010	STR-OPLI-19-	Short-Term Rental		Short-Term	07/18/2020	A stiller	A did // Table 1 Jabes on Management 1 Second						
/18/2019	000183	Operator License		License	07/18/2020	Active	Add/Edit Units or Manage License						
/18/2019	STR-UNAM-19- 000101	Unit Amendment											
	1-4 of 4 Ite (18)2019	1-4 of 4   Download Result te Record Number (18)2019 STR-STUN-19- 000108 (18)2019 STR-OPLI-19-	1-4 of 4     Download Results     Add to Collection       Ite     Record Number     Record Type       7(8)019     STR-STUN-19- 000108     Short-Term Rental Unit       7(8)019     STR-OPLI-19-     Short-Term Rental	Short Term Rental License Records         1-4 of 4   Download Results   Add to Collection   Add to cart         te       Record Number       Record Type       Description         rt8/2019       STR-STUN-19- 000108       Short-Term Rental Unit       Unit	1-4 of 4       Download Results       Add to Collection       Add to cart         1-4 of 4       Download Results       Add to Collection       Add to cart         1tee       Record Number       Record Type       Description       Project Name         180019       STR-STUN-19- 000108       Short-Term Rental       Short-Term Rental Unit       Short-Term Rental Operator         18/2019       STR-OPLI-19- Onerator License       Short-Term Rental Operator       Short-Term	Add to cart         Interm Rental License Records         1-4 of 4       Download Results       Add to Collection       Add to cart         Itee Record Number Record Type Description Project Name Expiration Date         180019       STR-STUN-19- 000108       Short-Term Rental       Short-Term Rental       Short-Term Rental Unit         18/2019       STR-OPLI-19- 000133       Short-Term Rental       Short-Term Rental       Short-Term Rental Unit	Short Term Rental License Records         1-4 of 4   Download Results   Add to Collection   Add to cart         tete Record Number Record Type Description Project Name Expiration Date Status         STR-STUN-19- 00108       Short-Term Rental Unit       Active         TB/2019       STR-OPLI-19- Operator   isense       Short-Term Rental Operator 07/18/2020       Active	Short Term Rental License Records         1-4 of 4   Download Results   Add to Collection   Add to cart         tete Record Number Record Type Description Project Name Date Status Action         STR-STUN-19- 00108       Short-Term Rental Unit       Short-Term Rental Unit       Active         18/2019       STR-OPLI-19- 000108       Short-Term Rental Short-Term Rental       Short-Term Rental Operator 07/18/2020       Active       Add/Edit Units or Manage License					
**4. CLICK:** on the record number of your Short-Term Rental Operator License or Bed and Breakfast Rental Operator License

att	le Ser	vices Po	ortal				
lome	I∎My	Records (?)	Help				
				P Announcements	Logged in as:he	ello jade Collect	ions (0) 🏾 🍹
Showi		L. Davieland David		L Add to part			
	ing 1-4 of 4 Date	Record Number	s   Add to Collection Record Type	Description	Project Name	Expiration Date	Status
					Project Name Short-Term Rental Unit		Status Active
	Date	Record Number STR-STUN-19-	Record Type Short-Term Rental		Short-Term		
	Date 07/18/2010	Record Number STR-STUN-19- 000108 STR-OPLI-19-	Record Type Short-Term Rental Unit Short-Term Rental		Short-Term Rental Unit Short-Term Rental Operator	Date	Active

## 5. CLICK: on Attachments

Seattle.go	DV Example A. Durkan Example A
eattle S	Services Portal
thome ∎I	My Records 2 Help
	Announcements Logged in as:hello jade Collections (0) 🐺 Cart (0) Reports (1) 🛩 Account Management Logout
Search All Records Enter an addre	s s, record number, or contact
Record Status: A Expiration Date: Record Info:	
Record Details	Processing Status Related Records Attachments
Payments:	
-	
Fees	ient
-	ient

The steps below may be different on your computer depending on your operating system, your internet browser, or your internet browser settings.

The following steps are in Chrome in Windows 10.

6. CLICK: on Operator License report.pdf

	STR-OP Rental Operat	PLI-19-00018 or License	33				/ I 🔓 Like	Add to cart Add to collection
Record Statu Expiration Da	s: Active ate: 07/18/2020	)						
Record Info: Record Deta	ils Processin	ng Status Related R	ecords Attach	hments				
Fayments: Fees Custom Con	nponent							
A ttachm	ents							
The naximum fi	le size allowed is	500 MB.						
Name	Record ID	Record Type	Entity Type	Туре	Size	Latest Update	Action	Entity
Operator License report.pdf	STR-OPLI-19- 000183	Short-Term Rental Operator License	Record	Operator License report	357.80 KB	07/18/2019	Actions -	Short-Term Rental Operator License - STR- OPLI-19- 000183

7. The file appears on the bottom bar of the browser.

## **CLICK:** on the file

	n file size allowed is			-				
Nome	Record ID	Record Type	Entity Type	Туре	Size	Latest Update	Action	Entity
Open tor Licen report.µdf	STR-OPLI-19- 000183	Short-Term Rental Operator License	Record	Operator License report	357.80 KB	07/18/2019	Actions 🗸	Short-Term Rental Operator License - STR- OPLI-19- 000183

8. The license opens in a new tab

**CLICK:** the print icon at the top of the page and follow the prompts to print

	<u> </u>	<u> </u>	<u> </u>		
(XXX)	City of Seattle Short-T Lice Number: STR-C Expiry: July	nse PLI-19-000183	rator	()X()X()	
XXXXX	This license allows you to legally list and/or opera Operator License in the City of Seattle:		t-Term Rental	XIXIX	
$\sim$	Address	U	nit	$\mathbf{X}$	
	700 5th AVE SEATTLE WA	37 38	4859598		

# How do I apply for a Bed and Breakfast Operator License?

Start at the Seattle Service Portal home page

https://cosaccela.seattle.gov

- LOGIN: to your account or see <u>How do I set up my Seattle Services Portal Account</u> in this document
- 2. SELECT: Licenses Short Term Rentals



3. SELECT: Bed and Breakfast Rental Operator License Application

**CLICK:** Continue Application

o view existing	the following Available record types. For assistance or to apply for a record type not listed below contact us. records or to make changes to your records, lick on the My Records link above. g, check your email for additional instructions.	
✓ Short-Te	rm Rental License Applications	
	Breakfast Rental Operator License Application	
Short-Terr	n Rental Operator License Application	
Continue Ap	plication »	

**4. CLICK:** Select from Account

1 Contact Information	2 Application Detail	3 Review	4 Record Issuance	
tep 1: Contact Information > Co	ntact Information			
d and breakfast, have a	Washington State Transient Accommodation	License, meet Seattle Department of C	who meet the State of Washington's requirements to onstruction and Inspections' land use code requiren Short-Term Rental Platforms. For this application, y	nents
	e Business License Number dresses of all members and property owners			
	e record, a Thank You page will load. The applictions for adding units shortly after submittin		Unit Amendment is completed and paid for. You will	I
you are looking for a sho	rt-term rental operator license, click the back	button on your browser and select Sho	rt-Term Renal Operator License Application.	
Indicates a required field				
* Applicant (requ	ired)			
Select a contact using the b	utton(s) below.			
Select from Account	)			
Save and Resume Later			Continue Applicati	on »

	ast Rental Operator Lic	ense Application	
1 Contact Information	2 Application Detail	3 Review	4 Record Issuance
tep 1: Contact Information ≻ Contact	Information		
ed and breakingt, have a Was	shington State Transient Accommodation	License, meet Seattle Department of C	who meet the State of Washington's requirements to be Construction and Inspections' land use code requiremen n Short-Term Rental Platforms. For this application, you
Current City of Seattle     Names and email addres	isiness License Number ses of all members and property owners		
	cord, a Thonk You page will load. The app ins for adding units shortly after submitting		Unit Amendment is completed and paid for. You will
you are looking for a short-te	rm rental operator lice se, click the back	button on your browser and select Sho	ort-Term Renal Operator License Application.
Indicates a required field			
*Applicant (require	d)		
Select a contact using the butto	n(s) below.		
Contact added successfully.			
Jade Marie Enterprises Address: 123 Front St			
SEATTLE, WA, 980 Email: jade.redfield@seattle.go Primary Phone: (+1)573-493-0 Secondary Phone:	V	· · · · · · · · · · · · · · · · · · ·	
Remove			
Save and Resume Later			Continue Application

If the information selected from your account isn't correct, go to **Account Management**. In the Contact Information section, **click "Actions"** to the right of your contact, and **select "View"**. Make your changes and **save**. 6. ENTER: Your City Business License/Customer Number

	2 Application Detail	3 Review	4 Record Issuance
2 : Application Detail > Application	Detail		
ndicates a required field			
CITY BUSINESS LI	CENSE DETAILS		
license within the last 48 hours, a	ose changes may not be reflected and rem/y has open obligations associated		iness If you have created a new, or updated an existing business olease click Save and Resume Later, and try again in 48 hours. If your //Default_FileLocal.aspx) to remedy the issue.
Business License/Customer Nu			
Customer Number Status:	Select	· •	
Customer Number Status: Does the account have unpaid ba		No	
Customer Number Status: Does the account have unpaid ba taxes?:			

## 7. CLICK: outside of the field

The other City Business License Details fields populate

CITY BUSINESS LICENSE DETAI	LS
business license within the last 48 hours, those changes r	h for it at this website: https://www.seattle.gov/licenses/find-a-business If you have created a new, or updated an existing nay not be reflected and will prevent you from completing this application; please click Save and Resume Later, and try again in as open obligations associated with it, go to FileLocal (https://www.filelocal-wa.gov/Default_FileLocal aspx) to remedy the issue.
* Business License/Customer Number:	123456
Customer Number Status:	Active
Does the account have unpaid balances and/or unfiled taxes?:	⊖ Yes ⊛ No
Open Date:	7/15/2009

8. SCROLL DOWN: to Member or Owner List

#### CLICK: Add a Row

IEMBER OR OWNER LIS	Т		
ist all organization members or property own	ers. Note: if you are a tenant (only applicable ir	legacy downtown urban center), you do not have to li	st the property owner.
First Name	Last Name	Email Address	
No records found.			
Add a Row   🔻 Edit Selected Dele	te Selected		
ave and Resume Later			Continue Application »

**ENTER:** the member or property owner's first name, last name, and email address

### **CLICK:** Submit

	bers or property owners. Note: if you a have to list the property owner.	are a tenant (only applicable in legacy	<b>X</b> downtown
* First Name:	* Last Name:	* Email Address:	
Submit		Cancel	

**REPEAT:** this step to add additional members or property owners.

**NOTE:** If you are an individual, you may not need to enter anything in the Member or Owner List section.

## 9. CLICK: Continue Application

Deep Date: Yes ® No   Open Date: 07/15/2009      Continue Application > Co	Customer Number Status:	Active		
ACTION 2009	Doe, the account have unpaid balances and/or unfile axes?.	d 🔾 Yes 🖲 No		
ist all organization members or property owners, including anyone on the property deed. Note: if you are a tenant (only applicable in legacy downtown urban center), you do not have to list the property owner. Showing 1-1 of 1   First Name Last Name Email Address   Jayne Dough Jayne@dough.co Actions <	Open Date:	07/15/2009	<b></b>	
ist all organization members or property owners, including anyone on the property deed. Note: if you are a tenant (only applicable in legacy downtown urban center), you do not have to list the property owner.			—	
ist all organization members or property owners, including anyone on the property deed. Note: if you are a tenant (only applicable in legacy downtown urban center), you do not have to list the property owner. Showing 1-1 of 1   First Name Last Name Email Address   Jayne Dough Jayne@dough.co Actions <				
ist all organization members or property owners, including anyone on the property deed. Note: if you are a tenant (only applicable in legacy downtown urban center), you do not have to list the property owner.				
ist all organization members or property owners, including anyone on the property deed. Note: if you are a tenant (only applicable in legacy downtown urban center), you do not have to list the property owner.	IEMBER OR OWNER LIST			
roperty owner. Showing 1-1 of 1 I Jayne Last Name Email Address Jayne Dough Jayne@dough.co Actions ▼ Add a Row ▼ Edit Selected Delete Selected				
roperty owner. Showing 1-1 of 1 ■ First Name Last Name Email Address Jayne Dough Jayne@dough.co Actions → Add a Row V Edit Selected Delete Selected				
Showing 1-1 of 1   First Name Last Name Email Address   Jayne Dough Jayne@dough.co Actions >				
First Name     Last Name     Email Address       Jayne     Dough     Jayne@dough.co     Actions >       Add a Row     Edit Selected     Delete Selected		luding anyone on the property deed. Note	e: if you are a tenant (only applicable in legacy downtown ur	oan center), you do not have to list the
First Name     Last Name     Email Address       Jayne     Dough     Jayne@dough.co     Actions >       Add a Row     Edit Selected     Delete Selected		luding anyone on the property deed. Note	e: if you are a tenant (only applicable in legacy downtown urt	pan center), you do not have to list the
Jayne     Dough     Jayne@dough.co     Actions ▼       Add a Row     ▼     Edit Selected     Delete Selected	property owner.	luding anyone on the property deed. Note	e: if you are a tenant (only applicable in legacy downtown urt	ban center), you do not have to list the
Add a Row    Edit Selected Delete Selected	roperty owner.	luding anyone on the property deed. Not	e: if you are a tenant (only applicable in legacy downtown urt	oan center), you do not have to list the
	roperty owner. Showing 1-1 of 1			oan center), you do not have to list the
ave and Resume Later	showing 1-1 of 1	Last Name	Email Address	
ave and Resume Later	showing 1-1 of 1          First Name         Jayne	Last Name Dough	Email Address	
ave and Resume Later Continue Application »	roperty owner. Showing 1-1 of 1 First Name Jayne	Last Name Dough	Email Address	
	roperty owner. Showing 1-1 of 1 First Name Jayne	Last Name Dough	Email Address	
	roperty owner. Showing 1-1 of 1 First Name Jayne Add a Row V Edit Selected Delete Sele	Last Name Dough	Email Address	
	roperty owner. Showing 1-1 of 1 First Name Jayne Add a Row V Edit Selected Delete Sele	Last Name Dough	Email Address	Actions -

**10. CLICK**: the checkbox to confirm your compliance with City of Seattle requirements

**CLICK**: Continue Application

ed and Breakfast Renta		Pense Application		
Contact 2 /	Application Detail	3 Review	4 Record Issuance	
ep 3 : Review				
Save and Resume Later			Continue Application	
ase review all information below. Click the "Edit" I	buttons to make changes to se	ections or "Continue Application" to move on.		
Record Type				
d and Breakfast Rental Operator License Appl	ication			
Applicant			Edi	t
lividual				
nihi jade ka				
ATTLE, WA, 65456 ited States				
mary Phone: (+1)584-843-5185 nail:hi@jadehi.co				
lan mgyaden.co				
CITY BUSINESS LICENSE D	ETAILS			
siness License/Customer Number:	722502		Edit	
stomer Number Status:	Active			
es the account have unpaid balances and/or unfil res?:	ed No			
ben Date:	07/15/2009			
MEMBER OR OWNER LIST				
Irst Name	Last Name		Edit Emall Address	
аупе	Dough		Jayne@dough.co	-
gree that the information provided is true and corr	ect and agree that I am is con	noliance with City of Seattle Ordinance 12640	) and all associated Director's Rules	
		spinetice that only of oceanic oronance 1204a	Date:	
By cheeking the source to the above certific	auon.		Care.	
Save and Resume Later			Continue Application	

#### **11.** A Thank You page loads

#### **!!! YOUR APPLICATION IS NOT COMPLETE !!!**

Seatt	e Services Portal		
<b>↑</b> Home	I≣My Records		_
	Announcements Logged in as: jade hey Collections (0)	🃜 Cart (0)	Reports
Than	k You		
$\oslash$	Your information has been submitted. Depending on your record type, additional action may be required. Go to <b>My Records</b> to view actions.		- 1
			- 1
Item			- 1
		-	-



## 12. CLICK: on My Records

A Home	I≣My Records		
	My Redords Overview	ouncements Logged in as:jade hey Collections	(0) 🎽 Cart (0
	Building, <sup>F</sup> une-Ups		
	Complaints - Building & Property		
Than	Licenses - Short Term Rentals		
0	Licenses - Taxi & For-Hire	record type, additional action may be required. Go	
$\otimes$	Licenses - Trade & Equipment		
	Permits - Parking & Truck		•
	Permits - Street Use		
Item	Permits - Trade, Construction & Land Use		
	Rental Housing Registration (RRIO)		

13. CLICK: Add Units in the Action column of your Bed and Breakfast Rental License Application row

e :≣My	Records	Help						
				Announcement	ts Logged in as:jade hey Coll	lections (0) 🏾 🏋 C	art (0) Reports (1) 🕶	Account Management Logo
M	v Sho	rt Torm Re	ental Lisens	se Record	e			
111								
	,							
	iowing 1-10 c		sults   Add to Collectio		•			
	-							
	-				Project Name Date	Status	Action	Short Notes
	owing 1-10 c	of 14   Download Re	sults   Add to Collectio	on   Add to can	Project New Expiration	Status	Action	Short Notes
	owing 1-10 c	of 14   Download Res Record Number	sults   Add to Collectio	on   Add to can	Project New Expiration	Status Pending	Action Add Units	Short Notes

## **14. CLICK:** Continue Application on the Contact Information page

Unit Amen	dment			
1 Unitact 1 Internation	2 Application Detail	3 Review	4 Pay Fees	5 Record Issuance
Step 1: Con., ct Informati	ion > Contact Information			
	d units to a license or license applicatio operated before September 30, 2017, d			ou wish to operate in the City of Seattle. If you legacy region.
	n about legacy regions, see this article: to upload a Re tal Registry of the nigh			About-Legacy-Zones. For legacy units, you r 30, 2017
If you are listing a ur	nit as a primary propeny, you may have	to provide documentation pr	oving the address is your primary re	sidence.
If you are listing a ur number to complete		t need to register with Rental	Registration & Inspection Ordinance	e (RRIO). You will need the RRIO registration
To register with RRIG	O, return to the home page of the Seatt	le Services Portal, locate the	Create New section, and select "Re	ental Housing Registration (RRIO)."
	units that meet the State of Washingto ense for upload, and the license numbe		I and breakfast, you will need a copy	r of your Washington State Transient
* Indicates a required fiel	d			
Applicant				
The contact below is	s as currently listed on the parent license or a	application record.		
jade hey				
Address: 123 from	nt st			
SEATTI Email: hey@jade.co Primary Phone: (+1 Secondary Phone:	1)374-859-5934			
Save and Resume I	Later			Continue Application »
-				

## **15. READ:** The information on this page

## CLICK: Add Unit

1 Contact Information	2 Application Detail	3 Review	4 Pay Fees	5 Record Issuance
Step 2: Application Detail > A	pplication Detail			
· · · · · · · · · · · · · · · · · · ·			need the address(es) of the unit(s) ye st unit you enter will determine your	ou wish to operate in the City of Seattle. If you legacy region.
	0,0,0		om/hc/en-us/articles/360026668314- 12-month period prior to Septembe	-About-Legacy-Zones. For legacy units, you r 30, 2017
you are listing a unit a	as a primary property, you may hav	e to provide documentation pr	oving the address is your primary re	esidence.
you are listing a unit a unit a unit to complete thi		st need to register with Rental	Registration & Inspection Ordinance	e (RRIO). You will need the RRIO registration
o register with RRIO,	return to the home page of the Sea	ttle Services Portal, locate the	Create New section, and select "Re	ental Housing Registration (RRIO)."
	hits that meet the State of Washingt e for upload, and the license numb		I and breakfast, you will need a copy	y of your Washington State Transient
Indicates a required field nit Manageme	nt			
	were in operation before September 30, 2019, p he "Remove" column unless you wish to delete			
etails Remove Unit	Record ID Address		Description	Registered Date Status Type
Add Unit Supmit Units Please click	the Submit Units button once you have finished	l entering your units. By clicking the Sut	mit Units button, you atlest that the unit informa	tion entered is true and correct.
	er			Continue Application »

#### **16. ENTER:** the unit address

#### **CLICK:** Search Address

Street Number 700	Street Prefix	Street Name 5th	Street Type	Street Suffix	Clear Address	Search Address	l

## 17. SELECT: the correct address

## **CLICK:** Select Address

700	•	5th	AVE 🔻	<ul> <li>Clear Ad</li> </ul>	dress Search Address
Add	ress				
• 700 t	5th Ave, Seattle, Washington,	98104			
700	We Ave N, Seattle, Washingto	n, 98109			
700 !	oth Ave S, Seame, Mashingto	n, 98104			
700 8	5th Ave W, Seattle, Washingto	n, au 110			
					Select Address

## **18. ENTER:** the required information

NOTE: New fields may appear depending on your selections

Street Number 700	Street Prefix	Street Name 5th		AVE V	Street Suffix	Clear Address
Jnit Record ID			Registered Da	ate		
· ·	Downtown Urban Center					
Гуре	BB		Status			
Property Type	<b>*</b>					
Jnit Number (If there is no unit number enter NA)	·	•				
Description			1			
Primary Residence	⊛ Yes _ No*					
Number of Bedrooms	·	•				
certify that I am the owner of this unit	⊛ Yes ⊙ No*					
Nashington State Transient Accomodation	•					
			* Please upload the docu	ument 'Washington State	Transient Accommodation Licer	ise' for this unit
			Select Document Catego	Washington Sta	te Transient Accommodat	ion License 🔻
			Choose File No f Uploaded Documents:	file chosen	Upload	
						Verify Unit Cance

Uploading Documents	
Note: the document upload section may look different depending on your browser. These instructions are for Google Chrome in Windows 10.	

19. You are required to upload a copy of your Washington State Transient Accommodation License, red text will display on the bottom-right
 CLICK: Choose File

treet Number	Street Prefix	Street Name		Street Type	Street Suffix	
700	•	5th		AVE •	•	Clear Address
Init Record D			Registered (	Date		
egion	Downtown Urban Center		Ŭ			
ype	BB		Status			
roperty Type	Condo 🔹 •					
nit Number (If there is no unit number evter NA	A) 123456 *					
escription	The unit with the red door.					
			11			
rimary Residence	) Yes 💿 No					
lumber of Bedrooms	4					
pertify that I am the owner of this unit	⊛ Yes _ No*					
Vashington State Transient Accomodation	123-A705					
			* Please upload the doo	cument 'Washington Sta	te Transient Accommodation L	icense' for this unit
			Select Document Categ	gory Washington St	ate Transient Accommo	dation License 🔻
			Choose File No	file chosen	Upload	
						Verify Unit Cance
						tony office ouried

## **NAVIGATE:** to the correct file

# SELECT: the file



#### **CLICK:** Upload



The red text disappears when you have uploaded the required documentation, and green text displays indicating which document was uploaded.

**CLICK:** Verify Unit



If all of the information entered passes, a green message displays. A red message will display if the information cannot be verified.

## **CLICK:** Save

treet Number	Street Prefix	Street Name		Street Type	Street Suffix	
700	T	5th		AVE •	•	Clear Address
Init Record ID			Registered	I Date		
	Downtown Urban Center BB		Status	Verified		
			Status	venned		
roperty Type	Condo •					
Init Number (If there is no unit number enter NA)	123455	*				
	The unit with the red door.					
escription						
			//			
rimary Residence	🔵 Yes 💿 No*					
umber of Bedrooms	4					
	- X N-					
ertify that I am the owner of this unit	● Yes ○ No*					
/ashington State Transient Accomodation	123-A705					
			Select Document Sat	egory Washington St	ate Transient Accommo	dation License 🔻
			Choose File N		Upload	
			Uploaded Documents			
			1. Washington S	tate Transient Account	ation License - TransientAcco	modationLicense.pdf
					l III	ave Verify Unit Cancel
						ave verily offic Cancer

## 20. REPEAT: steps 6-20 to add another unit, if necessary

## 21. CLICK: Submit Units

### **CLICK:** Continue Application

Contact nformation	2 Application Detail	3 Review	4 Pay Fees	5 Record Issuanc	ce
2: Application Detail > A	polication Detail				
process is to add u	inits to a license or license application	on or remove units. You will r	eed the address(es) of the unit(s) y	ou wish to operate in the Ci	ity of Seattle. If you
registering units ope	erated before September 30, 2017,	enter those units first. The fir	st unit you enter will determine your	legacy region.	
more information at	oout legacy regions, see this article:	https://seattlegov.zendesk.co	om/hc/en-us/articles/360026668314	-About-Legacy-Zones. For I	legacy units, you
also be required to	upload a Rental Registry of the nigh	ts the unit was booked in the	12-month period prior to September	er 30, 2017	
ou are listing a unit a	as a primary property, you may have	to provide documentation pr	oving the address is your primary re	esidence.	
ou are listing a unit a	as a secondary property, you will firs	t need to register with Rental	Registration & Inspection Ordinand	e (RRIO). You will need the	e RRIO registration
nber to complete this		theed to register with rental	rtegioration a mopeetion oralitate	(rendo). Fou minitodu ind	s ratio registration
register with RRIO, r	eturn to the home page of the Seatt	le Services Portal, locate the	Create New section, and select "Re	ental Housing Registration (	(RRIO)."
	its that meet the State of Washingto e for upload, and the license numbe		and breakfast, you will need a cop	y of your washington State	Transient
		n for outin proporty.			
licates a required field		n for each property.			
ficates a required field	nt	n ini odon proporty.			
t Managemei					
t Managemei	nt were in operation before September 30, 2019, ple re "Remove" column unless you wish to delete/r	ease enter those units first. The first un			
t Managemei are registering units that DT click the checkbox in th	were in operation before September 30, 2019, ple	ease enter those units first. The first un		Registered Date	Status Type
t Managemei are registering units that DT click the checkbox in th	were in operation before September 30, 2019, ple ne "Remove" column unless you wish to delete/r	ease enter those units first. The first un emove the unit from the application/lic	ense.	Registered Date	Status Type
t Managemei are registering units that DT click the checkbox in th	were in operation before September 30, 2019, ple be "Remove" column unless you wish to delete/r Record ID Address	ease enter those units first. The first un emove the unit from the application/lic	Description		
t Managemei are registering units that DT click the checkbox in th	were in operation before September 30, 2019, ple be "Remove" column unless you wish to delete/r Record ID Address	ease enter those units first. The first un emove the unit from the application/lic	Description		
t Managemei are registering units that DT click the checkbox in th ills Remove Unit	were in operation before September 30, 2019, ple te "Remove" column unless you wish to delete/r Record ID Address 123456 - 700 6th AV	ease enter those units first. The first un emove the unit from the application/lic	Description		
t Managemei are registering units that u D' click the checkbox in th ulfs Remove Unit	were in operation before September 30, 2019, ple be "Remove" column unless you wish to delete/r Record ID Address	ease enter those units first. The first un emove the unit from the application/lic	Description		
t Managemei are registering units that DT click the checkbox in th NIS Remove Unit	were in operation before September 30, 2019, ple te "Remove" column unless you wish to deleter Record ID Address 123458 - 700 5th At completed successfully	ease enter those units first. The first un emove the unit from the application/lic	Description	08/14/2019	
t Managemei are registering units that DT click the checkbox in th HIS Remove Unit HIM Remove Unit	were in operation before September 30, 2019, ple te "Remove" column unless you wish to deleter Record ID Address 123458 - 700 5th At completed successfully	ease enter those units first. The first un emove the unit from the application/lic	Description	08/14/2019	Verified BB

#### What if I want to add more units later?

No problem! You can submit and pay for this one now, and add and pay for more later as long as you are within the maximum number of units allowed under City of Seattle requirements.

#### 22. REVIEW: the information

## **CLICK:** the checkbox to confirm your compliance with City of Seattle Requirements

**CLICK:** Continue Application

1 Contact Information	2 Application Detail	3 Review	4 Pay Fees	5 Record Issuance
Step 3: Review				
Save and Resume Late	er			Continue Application »
Please review all information	on below. Click the "Edit" buttons to make	e changes to sections or "Continue	Application" to move on.	
Record Type				
Jnit Amendment				
Applicant				Edit
ndividual ade hey 123 front st SEATTLE, WA, 98372 Jnited States ?rimary Phone:(+1)374-85 Email: hey@jade.com	9-5934			
		that I am in compliance with City o	f Seattle Ordinance 125490 and all asso	
By checking this box, I a	agree to the above certification.			Date:
Save and Resume Late	er (			Continue Application »

## 23. CLICK: Check Out



#### 24. CLICK: Check Out

1 Select item to pay	2 Payment Information	3 Receipt/Record Issuance	
tep 1: Select item to pay			
ou can pay for items later by o	clicking on Edit Cart and removing the	items you don't want to pay now.	
you plan to pay by check, s	see How Do I Pay by Check? for furthe	er instructions.	
somebody else is responsible	e for paying fees, see How to Pay Fee	35.	
PAY NOW			
o Address			
Application(s)   \$75.00 Unit Amendment	Total due: \$75.00		
TMP-010448	Total due: \$75.00		
\$75.00			

28. ENTER: Credit Card Information and Credit Card Holder Information

### **CLICK:** Submit Payment

1 Select item to pay	2 Payment Information	3 Receipt/Record Issuance
Step 2 : Payment Information		
Pay now with a credit card.		
		* indicates a required fi
Payment Options		inducates a required in
Amount to be charged: \$75.00		
Pay with Credit Card		
Credit Card Informa	tion:	
* Card Type: * Card Number: Select Vo dashes or spaces	Security Code:	
	Expiration Date:	
0	₩ 2019 <b>*</b>	
Credit Card Holder	nformation:	
Auto-fill with jade hey		
Country: United States		
* Street Address:		
* City: * State:	* Zip:	
* Phone:		
(+ 1 )		
amail:		
Submit Payment »		



A Thank You page loads, and your license is issued.



# How do I apply for a Platform License?

## Start at the Seattle Service Portal home page

https://cosaccela.seattle.gov

- 1. LOGIN: to your account
- 2. SELECT: Licenses Short Term Rentals

Seattle.gov Mayor Jenny A. Durkan		≡ Menu
eattle Services Portal		
Home IMy Records @Help		
		Announcements & Register for an Account Login
Search All Records		
Enter an address, record number, or contact	Q *	
<ul> <li>Create New</li> <li>Building Tune-Ups</li> <li>Complaints - Building &amp; Property</li> <li>Licenses - Short Term Rentals</li> <li>Licenses - Trade &amp; Equipment</li> <li>Permits - Parking &amp; Truck</li> <li>Permits - Street Use</li> <li>Permits - Trade, Construction &amp; Land Use</li> <li>Rental Housing Registration (RRIO)</li> </ul>	Construction of appointment of the search box above. The search box above. The search box above. The search box of the search box an Inspection of Appointment. The search of the sign confirmation, see How to Submit an Environmental Sign Installation Notification.	<ul> <li>Q. Find Existing</li> <li>Complaints - Building &amp; Property</li> <li>Licenses - Trade &amp; Equipment</li> <li>Permits - Parking &amp; Truck</li> <li>Permits - Street Use</li> <li>Permits - Trade, Construction &amp; Land Use</li> <li>Public Notices</li> <li>Rental Housing Registration (RRIO)</li> </ul>

3. SELECT: Platform License Application

## **CLICK:** Continue Application

Short-Term Rental License Applications     Bed and Breakfast Rental Operator License Application     Platform License Application     Short-Term Rental Operator License Application	Т	Choose one of the following Available record types. For assistance or to apply for a record type not listed below contact us. To view existing records or to make changes to your records, lick on the My Records link above. After submitting, check your email for additional instructions.
Platform License Application		<ul> <li>Short-Term Rental License Applications</li> </ul>
Snort-Term Rental Operator License Application		Platform License Application
		Short-Term Rental Operator License Application

4. CLICK: Select from Account

1 Contact Information	2 Application Detail	3 Review	4 Record Issuance	_
Step 1 : Contact Information > Contact	Information			
inits to be booked. For this app	cense Application. This application is for lication, you will need your current City o or's License, click the back button on you	of Seattle Business License Number if	perators to list their short-term rental and bed and b you have an office in the City of Seattle	oreakfast
Indicates a required field				
*Applicant (required	))			
Select a contact using the button	(s) below.			
Select from Account				
Save and Resume Later			Continue Applica	ation »

## 5. CLICK: Continue Application

Contact Information	2 Application Detail	3 Review	4 Record Issuance
ep 1 : Contact Information > C	ontact Information		
nits to be booked. For th	orm License Application. This application is for s application, you will need your current City perator's License, click the back button on yo	of Seattle Business License Number if yo	erators to list their short-term rental and bed and breal ou have an office in the City of Seattle
ndicates a required field	ired)		
Select a contact using the			
<ul> <li>Contact added successi</li> <li>jade hey</li> </ul>	ully.		
Address: 123 front st			
SEATTLE, W/ Email: hey@jade.com Primary Phone: (+1)374-i			
Secondary Phone:			
Secondary Phone: Remove			

**25. SELECT:** whether or not your business has an office in the City of Seattle.

1 Contact 1 Incomation	2 Application Detail	3 Review	4 Record Issuance	
Step 2 : Application Detail > Appl	ication Detail			
Indicates a required field				
LOCATION INFO				
* Do you have an Office in	the City of Seattle?:			
" Do you have an Office in	Tes O No			

**ENTER**: the address to your office in Seattle (if applicable)

## CLICK: Search

Number:	Prefix:	* Street Name:	Туре:	Suffix:	Unit No.:	
00	Selev	5th	AVE 🔻	Ser	UNIC HO.	
	Selet	ətn	AVE	Se		
ch C	Clear					

#### **SELECT**: the correct address

## CLICK: Select

Address Search Addresses	Resul	t List					×
Showing 1-3 of 3							
Address				City	State	Zip	
700 5TH AVE N				SEATTLE	WA	98109	
0 700 5TH AVE S				SEATTLE	WA	98104	
700 5TH AVE				SEATTLE	WA	98104	
Associated Pa	arcels						
1	Lot	Block	Subdivisi	on			
<ul> <li>DV0029582</li> </ul>							
Select							

## **ENTER**: Business License/Customer Number (if you have an office in Seattle)

X	
CITY BUSINESS LICENSE DETAI	LS
license within the last 48 hours, toose changes may not be	n for it at this website: https://www.seattle.gov/licenses/find-a-business If you have created a new, or updated an existing business reflected and will prevent you from completing this application; please click Save and Resume Later, and try again in 48 hours. If your is associated with it, go to FileLocal (https://www.filelocal-wa.gov/Default_FileLocal.aspx) to remedy the issue.
Customer Number Status:	Select
Does the account have unpaid balances and/or unfiled taxes?:	⊖ Yes ⊖ No
Open Date:	

## **CLICK:** outside of the field

The other City Business License Details fields populate

	th for it at this website: https://www.seattle.gov/licenses/find-a-business If you have created a new, or updated an existing
-	may not be reflected and will prevent you from completing this application; please click Save and Resume Later, and try again in as open obligations associated with it, go to FileLocal (https://www.filelocal-wa.gov/Default_FileLocal.aspx) to remedy the issue.
Business License/Customer Number:	123456
Customer Number Status:	Active
Does the account have unpaid balances and/or unfiled axes?:	⊖ Yes ⊛ No
Open Date:	7/15/2009

## 6. CLICK: Continue Application

Address	
f you have an office in the City of Seattle please enter the seattle please enter the seattle number: Prefix: * Street Name:	
Top    Selec     5TH	Type: Suffix: Unit No.: AVE -Ser
Search Clean	
CITY BUSINESS LICENSE DETAIL	S
	foult at this website: https://www.seattle.gov/licenses/find-a-business if you have created a new, or updated an existing ay not be reflected and will prevent you from completing this application; please click Save and Resume Later, and try again in
* Business License/Customer Number:	123456
Customer Number Status:	Active
Does the account have unpaid balances and/or unfiled taxes?:	⊖ Yes ⊛ No
Open Date:	7/15/2009
Save and Resume Later	Continue Application »

**29. REVIEW:** the information

**CLICK:** the checkbox to confirm your compliance with City of Seattle Requirements

## **CLICK:** Continue Application

Contact Information	2 Application Detail	3 Review	4 Record Issuance	
p 3:Review				
Save and Recume Later			Continue Ap	plication »
ase review all information below.	Click the "Edit" buttons to make changes to se	ctions or "Continue Application" to move on		
	and a set of the set o	and a second representation to the second		
Record Type				
fform License Application				
Applicant				Edit
ividual				
e hey 3 front st ATTLE, WA, 98372 Ind States				
ted States mary Phone: (+1)374-859-5934				
all:hey@jade.com				
OCATION INFO				
you have an Office in the City of	Seattle7: Yes			Edit
you have an onice in the city of	Control 163			
ddraaa				Edit
ddress				COR
6TH AVE v Income Address: Yes e ID: 10				
e ID: 10 e Description: FIRST HILL				
ITY BUSINESS LI	CENSE DETAILS			
iness License/Customer Number	r. 722502			Edit
omer Number Status:	Active			
the account have unpaid balan	oces and/or unfiled No 07/15/2009			
	07710/2000			
nee that the information provided	is true and correct, and agree that I am in cor	npliance with <u>City of Seattle Ordinance 12549</u>	0 and all associated Director's Rules.	
theck this box to confirm your co	impliance with City of Seattle requirements an	d the above certification.	Date:	
save and Resume Later			Continue Ap	ollostico -
save and resource Later			Continue Ap	prioation s

A Thank You page loads, and your license is issued.



# How do I update my marital status on my Short-Term Rental Operator License?

#### Start at the Seattle Service Portal home page

https://cosaccela.seattle.gov

- 1. LOGIN: to your account
- 2. CLICK: on My Records
  - **CLICK:** on Licenses Short Term Rentals

attle	e Services Portal		
Home	■My Records <b>②</b> Help		
	My Records Overview Building, Tune-Ups	Announcements Logged in as:hello jade	Collections (0) 🏾 📜 Cart (0) Account Manag
Sea En	Complaints - Building & Property Licenses - Short Term Rentals	Q.	
We You	Licenses - Taxi & For-Hire		
100	Licenses - Trade & Equipment		
+	Permits - Parking & Truck Permits - Street Use	Schedule	Q Find Existing
•	Permits - Trade, Construction & Land Use Rental Housing Registration (RRIO)	To schedule an <b>inspection</b> or <b>appointment</b> enter your record number in the search box above.	Complaints - Building & Property     Licenses - Taxi & For-Hire     Licenses - Trade & Equipment
	Licenses - Taxi & For-Hire Licenses - Trade & Equipment	For more information, see How to Schedule an Inspection or Appointment.	<ul> <li>Permits - Parking &amp; Truck</li> <li>Permits - Street Use</li> </ul>
	Permits - Parking & Truck Permits - Street Use Permits - Trade, Construction & Land Use	For information on how to schedule a large sign confirmation, see How to Submit an Environmental Sign Installation Notification.	Permits - Trade, Construction &     Public Notices     Rental Housing Registration (RF)
	Rental Housing Registration (RRIO)		

3. LOCATE: your Short-Term Rental Operator License

CLICK: Add/Edit Units or Manage License

Shov	wing 1-10 of 1	9   Download Re	sults   Add to Collection	Add to cart					
	Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action	S
	07/17/2019	STR-UNAM-19- 000096	Unit Amendment						
	07/18/2019	STR-UNAM-19- 000100	Unit Amendment						
	08/14/2019	STR-UNAM-19- 000154	Unit Amendment						
	07/17/2019	TR-OPLA-19- 002025	Operator License Amendment						
	07/17/2019	STR STUN-19- 00009	Short-Term Rental Unit		Short-Term Rental Unit		Active		
	07/18/2019	STR-ST -19- 000107	Short-Term Rental Unit		Short-Term Rental Unit		Active		
	07/18/2019	STR-OPLI-19- 000182	Short-Term Rental Operator License		Short-Term Rental Operator License	07/10/2020	Acti	Add/Edit Units or Manage License	

**4. SELECT**: Operator License Amendment

**CLICK**: Continue Application

Dperator License Amendment O Unit Amendment

## 5. CLICK: Continue Application

Operator Lic	ense Amendment			
1 Contact	2 Application Detail	3 Member Detail	4 Review	5 Record Issuance
Step 1 : Contact Information :	> Contact Information			
This process is to cance	a license or make changes to mem	bers, property owners or spou	Ses.	
Indicates a required field				
Applicant				
The contact below is as	currently listed on the parent license or a	oplication record.		
jade hey				
Address: 123 front st				
Email: hey@jade.com	WA, 98372			
Primary Phone: (+1)37 Secondary Phone:	4-859-5934			
Save and Resume Late	r			Continue Application »

SELECT: No to Would you like to Cancel your License
 SELECT: whether or not you would like to remove your spouse

**SELECT**: whether or not you would like to add a spouse

**SELECT**: whether or not you are married

**ENTER**: your current spouse's First Name, Last Name, and Email (if married/adding a spouse)

## **CLICK**: Continue Application

1 Contact Information	2 Application Detail	3 Member Detail	4 Review	5 Record Issuance	
tep 2 : Application Detail > A	pplication Detail				
Indicates a required field					
LICENSE AME	NDMENT INFO				
* Would you like to Cano		⊖ Yes ● No			
* Would you like to remo * Would you like to add		○ Yes   No			
would you like to add	a spouser:	Yes No			
SPOUSE INFO					
SPOUSE INFC	ORMATION				
Are you married?:		● Yes ○ No			
* Spouse First Name:		Jayne			
* Spouse Last Name:		Dough			
* Spouse Email:		Jayne@dough.net			
Save and Resume Late				Continue Application »	,

7. CLICK: Continue Application

Contact	2 Application Detail	3 Member Detail	4 Review	5 Record Issuance
step 3 : Menn or Detail > Me	mber Detail			
Indicates a required field				
MEMBER LIS	т			
List all organization me list the property owner.	mbers or property owners, including	servone on the property deed. Note: if	you are a tenant (only applicable in lega	cy downtown urban center), you do not have to
Showing 0-0 of 0				
Showing 0-0 of 0	9	Last Name	Email Address	
-	2	Last Name	Email Address	
First Name	e dit Selected Delete Selected		Email Address	

8. **REVIEW:** the information

**CLICK:** the checkbox to confirm your compliance with City of Seattle Requirements
# **CLICK:** Continue Application

1 Contact Information	2 Application Detail	3 Member Detail	4 Review	5 Record Issuance
Step 4 : Raviaw				
eave and Recume Later				Continue Application »
Notice review all information belo	w. Click the "Edit" buttons to make o	changes to sections or "Continue App	elication" to move on.	
Record Type				
Operator License Amendment				
Applicant				Edit
ndrvidual admhey 22 Front st Lear TLE, WA, 98372 Initial States Yindary Phone:(+1)374-859-5934 Imati:hey@jade.com				
LICENSE AMEND	MENT INFO			
Voord you like to Cancel your Lic Voord you like to remove your Sp Vourd you like to add a Spouse?:	ouse?: No			Edit
SPOUSE INFORM	IATION			
ve vou married?: ipouse First Name: ipouse Last Name: ipouse Email:	Yes Jayne Dough Jaynej	Qdough.net		Edit
MEMBER LIST				
lo Custom Lists data for the sub (	group above.			Edit
agree that the information provid	ed is true and correct, and agree th	at I am in compliance with <u>City of Se</u>	attle Ordinance 125490 and all associa	ated Director's Rules.
Check this box to confirm your	compliance with City of Seattle req	uirements and the above certification		Date:
Save and Resume Later				Continue Application »

**9.** A Thank You page loads, and your marital status is updated.



# How do I cancel my Platform License?

#### Start at the Seattle Service Portal home page

https://cosaccela.seattle.gov

- 1. LOGIN: to your account
- 2. CLICK: on My Records

**CLICK:** on Licenses – Short Term Rentals

ome	Services Portal		
Sea En	My Records Overview Building Tune-Ups Complaints - Building & Property	Announcements Logged in as:hello jade	Collections (0) 🏾 📜 Cart (0) Account Mana
We	Licenses - Short Term Rentals		
You	Licenses - Taxi & For-Hire Licenses - Trade & Equipment		
+	Permits - Parking & Truck Permits - Street Use Permits - Trade, Construction & Land Use	Schedule To schedule an inspection or appointment enter your record number in the search box	Q Find Existing • Complaints - Building & Proper • Licenses - Taxi & For-Hire
	Rental Housing Registration (RRIO) Licenses - Taxi & For-Hire Licenses - Trade & Equipment	above. For more information, see How to Schedule an Inspection or Appointment.	Licenses - Trade & Equipment     Permits - Parking & Truck     Permits - Street Use
:	Permits - Parking & Truck Permits - Street Use Permits - Trade, Construction & Land Use Rental Housing Registration (RRIO)	For information on how to schedule a large sign confirmation, see How to Submit an Environmental Sign Installation Notification.	<ul> <li>Permits - Trade, Construction &amp;</li> <li>Public Notices</li> <li>Rental Housing Registration (F</li> </ul>

**3.** LOCATE: your Platform License

CLICK: Submit Report/Manage License

Show	ving 1-10 of 2	0   Download Re	sults   Add to Collectio	n I Add to cart					
	Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action	Short Notes
	08/14/2019	STR-OPLA-19- 000040	Operator License Amendment						
	08/14/2019	STR-PLLI-19- 000025	Platform License		Platform License	00/14/2020	Active	Submit Report/Manage License	
	08/14/2019	STR-PLAP-19- 000025	Platform License Application				Issued		

**4. CLICK**: Continue Application

Platform Licen	se Amendment			
1 Contact Information	2 Application Detail	3 Review	4 Record Issuance	
Step - Contact Information > Cor	tact Information			
f Indicates a required field				
Applicant				
The contact below is as curr	ently listed on the parent license or application reco	rd.		
jade hey				
Address: 123 front st				
SEATTLE, WA, Email: hey@jade.com	98372			
Primary Phone: (+1)374-85 Secondary Phone:	9-5934			
cecondary rinone.				
Save and Resume Later			Continue Appl	lication »

5. SELECT: Yes to "Would you like to cancel your license?"

**CLICK**: Continue Application

Contact Information	2 Application Detail	3 Review	4 Record Issuance
a 2 : Application Detail > Applic	ation Detail		
ndicates a required field			
PLATFORM AME	NDMENT INFO		
* Would you like to Cancel y	our License?: • Yes • No		
Save and Resume Later			Continue Application »

6. Red warning text displays

**CLICK:** Continue Application

1 Contact Information	2 Application Detail	3 Review	4 Record Issuance	
Step 2 : Application Detail > Appli	cation Detail			
Indicates a required field				
PLATFORM AME	ENDMENT INFO			
1) Please note that Licens and Breakfast Operators t * Would you like to Cancel y	o list units in the City of Seattle on your platfor	2) Upon cancellation, you will no longer t m.	e eligible to allow Short-Term Rental operators and Bed	
Save and Resume Later			Continue Application	n »

7. **REVIEW:** the information

CLICK: the checkbox to confirm your compliance with City of Seattle Requirements

# **CLICK:** Continue Application

1 Contact Information	<sup>2</sup> Application Detail	3 Review	4 Record Issuance
tep 3: Review			
Save and Resume Later			Continue Application »
lease review all information below. C	Click the "Edit" buttons to make changes to s	sections or "Continue Application" to move on.	
Record Type			
latform License Amendment			
Applicant			Edit
dividual de hey 23 front st EATTLE, WA, 98372 hilde States imary Phone:(+1)374-859-5934 mail: hey@jade.com			
PLATFORM AMEND	MENT INFO		
ould you like to Cancel your License	e?: Yes		Edit
gree that the information provided i	s true and correct, and agree that I am in co	mpliance with <u>City of Seattle Ordinance 1254</u>	90 and all associated <u>Director's Rules</u> .
	npliance with City of Seattle requirements a		Date:
Save and Resume Later			Continue Application »

A Thank You page loads, and your license is canceled.



# How do I add a unit to my license?

## Start at the **Seattle Service Portal** home page

https://cosaccela.seattle.gov

- **1. LOGIN:** to your account
- 2. CLICK: on My Records

**CLICK:** on Licenses – Short Term Rentals

eattle	e Services Portal		
<b>h</b> Home	Help		
	My Records Overview Building Tune-Ups	Announcements Logged in as:hello jade	Collections (0) 🏾 🗮 Cart (0) Account Manag
Sea En	Complaints - Building & Property Licenses - Short Term Rentals	Q.T	
We You	Licenses - Taxi & For-Hire Licenses - Trade & Equipment		
+	Permits - Parking & Truck Permits - Street Use	<sup>™</sup> Schedule	Q Find Existing
	Permits - Trade, Construction & Land Use Rental Housing Registration (RRIO)	To schedule an <b>inspection</b> or <b>appointment</b> enter your record number in the search box above.	Complaints - Building & Propert     Licenses - Taxi & For-Hire     Licenses - Trade & Equipment
	Licenses - Taxi & For-Hire Licenses - Trade & Equipment	For more information, see How to Schedule an Inspection or Appointment.	<ul><li>Permits - Parking &amp; Truck</li><li>Permits - Street Use</li></ul>
:	Permits - Parking & Truck Permits - Street Use Permits - Trade, Construction & Land Use Rental Housing Registration (RRIO)	For information on how to schedule a large sign confirmation, see How to Submit an Environmental Sign Installation Notification.	<ul> <li>Permits - Trade, Construction &amp;</li> <li>Public Notices</li> <li>Rental Housing Registration (RI)</li> </ul>

3. LOCATE: The Short-Term Rental Operator License row

**CLICK**: on Add/Edit Units or Manage License in the action column

lov	ving 1-4 of 4	Download Result	s   Add to Collection	Add to cart					
	Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action	Short Notes
	07/18/2019	STR-STUN-19- 000108	Short-Term Rental Unit		Short-Term Rental Unit		Active		
	07/18/2019		Short-Term Rental Operator License		Short-Term Rental Operator License	67/16/2020		Add/Edit Units or Manage License	
	07/18/2019	STR-UNAM-19- 000101	Unit Amendment						
	07/18/2019	STR-OPAP-19- 000130	Short-Term Rental Operator License Application				Issued		

**4. SELECT:** Unit Amendment

**CLICK**: Continue Application

	es. For assistance or to apply for an amendment type not listed below please contact us. mendment
Continue Application »	

# 5. CLICK: Continue Application

Unit Amendme	nt			
1 Contact Information	2 Application Detail	3 Review	4 Pay Fees	5 Record Issuance
Step 1: Contact Information > Cont	tact Information			
			eed the address(es) of the unit(s) you at unit you enter will determine your le	u wish to operate in the City of Seattle. If you egacy region.
	0,00,0		m/hc/en-us/articles/360026668314-A 12-month period prior to September	About-Legacy-Zones. For legacy units, you 30, 2017
If you are listing a unit as a	prix ary property, you may have t	o provide documentation pr	oving the address is your primary res	idence.
If you are listing a unit as a number to complete this ap		need to register with Rental	Registration & Inspection Ordinance	(RRIO). You will need the RRIO registration
To register with RRIO, return	n to the home page of the Seattle	e Services Portal, locate the	Create New section, and select "Ren	ntal Housing Registration (RRIO)."
	hat meet the State of Was singtor rupload, and the license number		and breakfast, you will need a copy	of your Washington State Transient
* Indicates a required field				
Applicant				
The contact below is as curr	ently listed on the parent license or a	oplication record.		
hello jade				
Address: 1231 SEATTLE, WA, Email: hello@jade.co Primary Phone: (+1)585-93 Secondary Phone:				
Save and Resume Later				Continue Application »

## 6. CLICK: Add Unit

Contact Information	2 Application Detail	3 Review	4 Pay Fees	5 Record Issuance	
p 2: Application Detail >	Application Detail				
		017, enter those units. You will ne		you wish to operate in the City of Se Ir legacy region.	attle. If y
		ticle: https://seattlegov.zendesk.com e nights the unit was booked in the 1		4-About-Legacy-Zones. For legacy upper 30, 2017	inits, you
ou are listing a unit	t as a primary property, you may	have to provide documentation prov	ving the address is your primary	residence.	
ou are listing a unit nber to complete tl		ill first need to register with Rental R	egistration & Inspection Ordinar	nce (RRIO). You will need the RRIO r	registratio
register with RRIO	, return to the home page of the	Seattle Services Portal, locate the C	reate New section, and select "F	Rental Housing Registration (RRIO).'	
	units that meet the State of Wash nse for upload, and the license n	•	nd breakfast, you will need a co	py of your Washington State Transie	nt
licates a required field					
t Manageme					
t Manageme	ent at were in operation before September 30, 20	019, please enter those units first. The first unit y			
t Manageme are registering units that DT click the checkbox ir	ent at were in operation before September 30, 20 a the "Remove" column unless you wish to a	019, please enter those units first. The first unit y delete/remove the unit from the application/licen	se.		Type
t Manageme are registering units tha DT click the checkbox ir alls Remove Un	ent at were in operation before September 30, 20 n the "Remove" column unless you wish to o it Record ID Address	delete/remove the unit from the application/licens	se. Description	Registered Date Status	
t Manageme are registering units that DT click the checkbox ir	ent at were in operation before September 30, 20 n the "Remove" column unless you wish to o it Record ID Address	delete/remove the unit from the application/licens	se.	Registered Date Status	type d STR
t Manageme are registering units the DT click the checkbox in alls Remove Un	ent at were in operation before September 30, 21 in the "Remove" column unless you wish to u it Record ID Address 12856806 -	delete/remove the unit from the application/licen:	se. Description	Registered Date Status 07/18/2019 Remove	d STR
t Manageme are registering units tha DT click the checkbox ir alls Remove Un	ent at were in operation before September 30, 21 in the "Remove" column unless you wish to u it Record ID Address 12856806 -	delete/remove the unit from the application/licens	se. Description	Registered Date Status	
t Manageme are registering units the DT click the checkbox in alls Remove Un	ent at were in operation before September 30, 21 in the "Remove" column unless you wish to u it Record ID Address 12856806 -	delete/remove the unit from the application/licen:	se. Description	Registered Date Status 07/18/2019 Remove	d STR
t Manageme are registering units the DT click the checkbox in alls Remove Un	ent at were in operation before September 30, 21 in the "Remove" column unless you wish to o it Record ID Address 12858005 - 37485065083	delete/remove the unit from the application/licen:	se. Description House on the left.	Registered Date     Status       07/18/2019     Remove       07/18/2019     Verified	d STR
t Manageme are registering units the DT click the checkbox in alls Remove Un	ent at were in operation before September 30, 21 in the "Remove" column unless you wish to of it Record ID Address 12859005 - 3748505003 at the Submit Units button once you have find	delete/remove the unit from the application/licent 700 5th AVE 18 - 700 5th AVE	se. Description House on the left.	Registered Date     Status       07/18/2019     Remove       07/18/2019     Verified	d STR STR

### 7. ENTER: the unit address

**CLICK:** Search Address

Street Number 700	Street Prefix	Street Name 5th	Street Type	Street Suffix	Clear Address	Search Address	

Uploading Documents
Note: the document upload section may look different depending on your browser. These instructions are for Google Chrome in Windows 10.

8. SELECT: the correct address

CLICK: Select Address

00		•	5th	AVE	· ·	Clear Addre	ess Search Address
	ldress			 			
	0 5th Ave, Seattle, Wa	-					
70	<ul> <li>C'h Ave N, Seattle,</li> </ul>	Washington,	98109				
) 70	0 5th Ave S, Seame,	Mashington,	98104				
) 70	0 5th Ave W, Seattle,	Washington,	00110				
							Select Address

9. ENTER: the required information

NOTE: New fields may appear depending on your selections

Street Number 700	Street Prefix	Street Name 5th		Street Type AVE 🔻	Street Suffix	Clear Address
	Downtown Urban Center STR	· 	Statu (	ki Date		
Description			11			
Primary Residence	⊖ Yes ⊖ No*					
Number of Bedrooms		•				
Have you been operating this unit prior to September 30, 2017?						
I certify that I am the owner of this unit	⊖ Yes ⊖ No*					
			Select Docur	ment Category Select		•
			Choose Uploaded Do	File No file chosen	Upload	
						Verify Unit Cancel

**10.** Documents may be required to be uploaded, red text will display on the bottom-right **CLICK:** Choose File

Street Number 700	Street Prefix	Street Name 5th	Street Type AVE	Street Suffix	Clear Address
Unit Report ID			Registered Date		
Region	Downtown Urban Center STR		Status		
Type Property Type		•	otatus		
Unit Number (If there is no unit number onter NA)	123569	*			
Description	The unit on the groun	d floor on the west side of the b	uilding.		
Primary Residence					
Number of Bedrooms	2	*			
Have you been operating this unit prior to September 30, 2017?	⊛ Yes _ No*				
I certify that I am the owner of this unit	● Yes ○ No*				
		• Prase upload a re		Rental Registration History	he 12-month period prior to September 30, 2017
			uproaded Documents:		Verify Unit Cancel

NAVIGATE: to the correct file SELECT: the file CLICK: Open

→ Y T 📕 « Sh	ort Term Rentals > UAT > STR-UAT-Docs	v 0	Search STR-UAT-Docs	م ر
rganize 🔻 🛛 New folde	er			□ ?
▲ Quick access	Name	Date modified	Туре	Size
	🛃 ProofofPrimary	11/18/2018 3:04 PM	Microsoft Word D	0 KB
ᡖ Desktop 🖈	ProofOfPrimary2	11/18/2018 3:05 PM	JPG File	7 KB
🔈 Downloads 🖈	ProofofPrimarv3	11/18/2018 3:06 PM	JPG File	20 KB
🚡 Pictures 🛛 🖈	😥 RentalRegistry	11/18/2018 3:06 PM	Microsoft Excel W	7 KB
Camera Roll  FonforcementApp  Reports  STR-UAT-Docs  OneDrive - City of  This PC  Network V	TransientAccomodationLicense	11/18/2018 3:10 PM	Adobe Acrobat D	130 KB
	ame: RentalRegistry		All Files Open	∼ Cancel

#### **CLICK:** Upload

Unit Record ID Registered Date Registered Date Registered Date Registered Date Registered Date STR Data Status Properly Type Apartment	Street Number 700	Street Prefix Street Name	Street Type Street Suffix	Clear Address
Region     Downtown Urban Center       ype     STR       broperty Type     Apartment       Jnt Number (If there is no unit number enter NA)     143569       besoription     The unit on the ground floor on the west side of the building.       Primary Residence <ul> <li>Yes<ul> <li>No*</li> </ul>        Aurober of Bedrooms</li> <li>2           aver you been operating this unit prior to September 30, 2017          <ul> <li>Yes<ul> <li>No*</li> <li>Yes<ul></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul></li></ul>	Init Record ID		Depister of Defe	
Type     STR     Status       Property Type     Apartment     •       Juit Number (If there is no unit number enter NA)     •     •       Description     •     •       Description     •     •       where of Bedrooms     2     •       ave you been operating this unit prior to September 30, 2017     •     Vest •     No*       •     •     •     •     •	_	Downtown Lifean Center	Registered Date	
Apartment       Init Number (If there is no unit number enter NA)     V33569       tescription     The unit on the ground floor on the west side of the building.       init Number of Bedrooms     9 Yes No*       tave you been operating this unit prior to September 30, 2017     Image Yes No*       ave you been operating this unit prior to September 30, 2017     Image Yes No*	-		Status	
tescription     The unit on the ground floor on the west side of the building.     immary Residence     Immary Residence <td></td> <td>Apartment •</td> <td></td> <td></td>		Apartment •		
rimary Residence        • Yes        No*       // No*	Init Number (If there is no unit number enter NA)	123569		
Number of Bedrooms 2 ave you been operating this unit prior to September 30, 2017? © Yes © No* © Yes © No*	Description	The unit on the ground floor on the west side of the l	building.	
tave you been operating this unit prior to September 30, 2017? (a) Yes () No* certify that I am the owner of this unit (a) Yes () No*	Primary Residence	⊛ Yes ⊙ No*		
certify that I am the owner of this unit	lumber of Bedrooms	2		
	Have you been operating this unit prior to September 30, 2017?	Yes No*		
* Please upload a registry identifying the dates the dweining unit was used as a short-term rental within the 12-month period prior to September 30, 201	certify that I am the owner of this unit	⊛ Yes ⊖ No*		
		* Please uplead a si	policity identifying the datase the dust we will use used as a sheet term postal within t	on 12 month pariod prior to Soutomber 20, 2017
		Prease option and		e rzemonar penda prior to september 30, 2017
Select Document Category Remot Registration History				*
Choose File RentalRegistry.xlsx Upload				5
Verify Unit Cancel			Uploaded Documents:	_

The red text disappears when you have uploaded the required documentation, and green text displays indicating which document was uploaded. CLICK: Verify Unit

Select Document Ca	tegory Rental Registr	ation History		•
Choose File		Upload Up	oad was successful	
	stration History - RentalRe	gistry <sup>tex</sup>		

If all of the information entered passes, a green message displays. A red message will display if the information cannot be verified.

## **CLICK:** Save

Street Number	Street Prefix	Street Name	Street Type	Street Suffix	
700	•	5th	AVE •	•	Clear Address
Unit Record ID			Registered Date		
Region	Downtown Urban Center				
Туре	STR		Status Verified		
Property Type	Apartment •	•			
Unit Number (If there is no unit number enter NA)	123567	•			
	The unit on the ground	I floor on the west side of the building.			
Description			1		
Primary Residence	● Yes ○ No*				
Number of Bedrooms	2				
Have you been operating this unit prior to September 30, 2017?	Yes No*				
certify that I am the owner of this unit	Yes No*				
			Select Document Category		•
			Choose File No file chosen	Upload	
			Uploaded Documents:		
			1. Rental Registration History - Re	entalRegistry.x	
					Save Verify Unit Cancel

**11. REPEAT:** steps 6-20 to add another unit, if necessary

## 12. CLICK: Submit Units

	before September 30, 2019, please enter those units t	irst. The first unit you enter will determine your primary region	<b>1</b> .	
DO NOT click the checkbox in the "Remove" colu Details Remove Unit Record ID	mn unless you wish to delete/remove the unit from th Address	e application/license. Description	Registered Date	Status Type
L D	12858895 - 700 5th AVE	House on the left.	07/18/2019	Removed STR
1 •	37485959838 - 700 5th AVE		07/18/2019	Verified STR
Add Unit				

# **13. CLICK:** Continue Application

dicates a requ it Mana	gement				
		ore September 30, 2019, please enter those units fi unless you wish to delete/remove the unit from the	st. The first unit you enter will determine your primary re- application/license.	gion.	
tails Remo	ove trait Record ID	Address	Description	Registered Date	Status Type
↓ Ø		12858695 - 700 5th AVE	House on the left.	07/18/2019	Removed STR
	I	37485959838 - 7u, 😁 AVE		07/18/2019	Verified STR
d Unit	Submission completed successfu	lly			
ave and Res	sume Later			Cont	inue Application »

#### **14. REVIEW:** the information

**CLICK:** the checkbox to confirm your compliance with City of Seattle Requirements

## **CLICK:** Continue Application

1 Contact Information	2 Application Detail	3 Review	4 Pay Fees	5 Record Issuance
Step 3: Review				
Save and Resume Lat	er			Continue Application »
Please review all informat	on below. Click the "Edit" buttons to make	changes to sections or "Continue	Application" to move on.	
Record Type				
Unit Amendment				
Applicant				Edit
Individual ade hey				
123 front st SEATTLE, WA, 98372 United States				
Primary Phone:(+1)374-8 Email:hey@jade.com	59-5934			
Linaii. ney@jade.com				
agree that the information	n provided is true and correct, and agree t	hat I am in compliance with City of	Seattle Ordinance 125490 and all ass	ociated Director's Rules.
_	agree to the above certification.	. ,		Date:
Save and Resume Lat	er			Continue Application »

### 15. CLICK: Check Out



#### 16. CLICK: Check Out

1 Select item to pay	2 Payment Information	3 Receipt/Record Issuance	
Step 1: Select item to pay			
You can pay for items later by c	licking on Edit Cart and removing the	items you don't want to pay now.	
f you plan to pay by check, s	ee How Do I Pay by Check? for furth	er instructions.	
f somebody else is responsible	e for paying fees, see How to Pay Fee	IS.	
FAY NOW			
No Address			
1 Application(s)   \$75.00			
Unit Amendment 1: TMP-009825	Total due: \$75.00		
\$75.00			
Checkout » Edit Cart	» Back to Home »		
Checkout // Eule Cure			

17. ENTER: Credit Card Information and Credit Card Holder Information

#### **CLICK:** Submit Payment

1 Select item to pay	2 Payment Information	3 Receipt/Record	
Step 2 : Payment Information			
Pay now with a credit card.			
		* indicates a rec	wired field
Payment Options			uncu nolu.
Amount to be charged: \$75.00			
Pay with Credit Card			
Credit Card Informa			
* Card Type: * Card Number: Select  No dashes or spaces	2 * Security Code: 2		
	xpiration Date:		
0,	2019		
Credit Card Holder I	nformation:		
Auto-fill with jade hey			
Country:			
United States	▼		
* Street Address:			
* City: * State:	* Zip:		
* Phone:		2	
amail:			
Submit Payment »			



**18.** A Thank You page loads, and your license has been updated with the additional unit.



# How do I remove a unit from my license?

#### Start at the Seattle Service Portal home page

https://cosaccela.seattle.gov

- **19. LOGIN:** to your account
- 20. CLICK: on My Records

**CLICK:** on Licenses – Short Term Rentals

attle	Services Portal		
Sea En	My Records Overview Building Tune-Ups Complaints - Building & Property	Announcements Logged in as:hello jade	Collections (0) 🏾 🧮 Cart (0) Account Mana
We You	Licenses - Short Term Rentals Licenses - Taxi & For-Hire Licenses - Trade & Equipment		
•	Permits - Parking & Truck Permits - Street Use Permits - Trade, Construction & Land Use Rental Housing Registration (RRIO) Licenses - Trade & Equipment Permits - Parking & Truck Permits - Street Use Permits - Trade, Construction & Land Use Rental Housing Registration (RRIO)	Construction of appointment enter your record number in the search box above. For more information, see How to Schedule an Inspection or Appointment. For information on how to schedule a large sign confirmation, see How to Submit an Environmental Sign Installation Notification.	Q Find Existing • Complaints - Building & Proper • Licenses - Taxi & For-Hire • Licenses - Trade & Equipment • Permits - Parking & Truck • Permits - Street Use • Permits - Trade, Construction & • Public Notices • Rental Housing Registration (R

## **21. LOCATE:** The Short-Term Rental Operator License row

**CLICK**: on Add/Edit Units or Manage License in the action column

nov	ving 1-4 of 4	Download Result	s   Add to Collection	Add to cart					
	Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action	Short Notes
	07/18/2019	STR-STUN-19- 000108	Short-Term Rental Unit		Short-Term Rental Unit		Active		
	07/18/2019		Short-Term Rental Operator License		Short-Term Rental Operator License	67/10/2020		Add/Edit Units or Manage License	
	07/18/2019	STR-UNAM-19- 000101	Unit Amendment						
	07/18/2019	STR-OPAP-19- 000130	Short-Term Rental Operator License Application				Issued		

#### 22. SELECT: Unit Amendment

**CLICK**: Continue Application

Choose one of the following available amendment types. For assistance or to apply for an amendment type not listed below please contact us.  Operator License Amendment Unit Amendment Continue Application »	Select an Amendme	ent Type
Continue Application »		
	Continue Application »	

# **23. CLICK:** Continue Application

Unit Amendme	nt			
1 Contact Information	2 Application Detail	3 Review	4 Pay Fees	5 Record Issuance
	to a license or license applicatio		eed the address(es) of the unit(s) yo st unit you enter will determine your le	u wish to operate in the City of Seattle. If you egacy region.
will also be required to up los	ad a Rental Registry of the nights	s the unit was booked in the	12-month period prior to September	
If you are listing a unit as a	prin ary property, you may have t	o provide documentation pr	oving the address is your primary res	sidence.
If you are listing a unit as a s number to complete this app		need to register with Rental	Registration & Inspection Ordinance	(RRIO). You will need the RRIO registration
To register with RRIO, return	n to the home page of the Seattle	e Services Portal, locate the	Create New section, and select "Rer	ntal Housing Registration (RRIO)."
	nat meet the State of Was singtor upload, and the license number		and breakfast, you will need a copy	of your Washington State Transient
* Indicates a required field				
Applicant				
The contact below is as curre	ently listed on the parent license or ap	oplication record.		
hello jade				
Address: 1231 SEATTLE, WA, Email: hello@jade.co Primary Phone: (+1)585-93 Secondary Phone:				
Save and Resume Later				Continue Application »

# 24. CLICK: The Remove box for the unit you wish to remove

### CLICK: Submit Units

	nent					
1 Contact Information	2 Application Detail	3 Review	4 Pay Fees	5 Record Issuance	се	
the 2: Application Detail > App init process is to add un recegistering units oper for nore information abo vill also be required to up f you are listing a unit as umbet to complete this a umbet to complete this a to register with RRIO, ref	its to a license or license applicati ated before September 30, 2017, but legacy regions, see this article: pload a Rental Registry of the nigh a primary property, you may have a secondary property, you will firs	enter those units first. The first in https://seattlegov.zendesk.com its the unit was booked in the 12 e to provide documentation provest at need to register with Rental R the Services Portal, locate the C on's requirements to be a bed a	unit you enter will determine your n/hc/en-us/articles/360026668314 2-month period prior to Septembe ring the address is your primary re tegistration & Inspection Ordinanc reate New section, and select "Re	Iegacy region. -About-Legacy-Zones. For er 30, 2017 esidence. e (RRIO). You will need the ental Housing Registration	legacy units, e RRIO regis (RRIO)."	, you
	t ere in operation before September 30, 2019, plr "Remove" column unless you wish to delete!					
	ecord ID Address		Description	Deviation of Detail	04-4	Туре
Details Remove Unit Re				Registered Date	Status T	
Details Remove Unit Re	12859895 - 700 5th	AVE	House on the left.	07/18/2019	Removed S	TR
			House on the left.	I	Removed S	STR STR

## **25. CLICK:** Continue Application

		re September 30, 2019, please enter those units fi Inless you wish to delete/remove the unit from the	rst. The first unit you enter will determine your primary re	gion.	
Details		Address	Description	Registered Date	Status Type
Ļ		12858695 - 700 5th AVE	House on the left.	07/18/2019	Removed STR
Ļ	•	37485959838 - 700 🤲 AVE		07/18/2019	Verified STR
Add Ur Submit		ly .		_	

#### **26. REVIEW:** the information

**CLICK:** the checkbox to confirm your compliance with City of Seattle Requirements **CLICK:** Continue Application

Contact Information	<sup>2</sup> Application Detail	3 Review	4 Pay Fees	5 Record Issuance
Step 3: Review				
Save and Resume Late	er			Continue Application »
Please review all informati	on below. Click the "Edit" buttons to make	changes to sections or "Continue	Application" to move on.	
Record Type				
Unit Amendment				
Applicant				Edit
ndividual ade hey 123 front st SEATTLE, WA, 98372 Jnited States Primary Phone:(+1)374-85 Email: hey@jade.com	9-5934			
agree that the information	n provided is true and correct, and agree t	hat I am in compliance with City o	f Seattle Ordinance 125490 and all asso	ciated Director's Rules.
By checking this box, I	agree to the above certification.			Date:
Save and Resume Late	er			Continue Application »

27. A Thank You page loads, and your license is updated to reflect the removed unit.

