



# CITY OF SEATTLE SHORT TERM RENTAL PUBLIC USER GUIDE



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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?

<b>Short-Term Rental Operator</b>	<ul style="list-style-type: none"><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>
<b>Bed and Breakfast Operator</b>	<ul style="list-style-type: none"><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>
<b>Platform</b>	<ul style="list-style-type: none"><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.

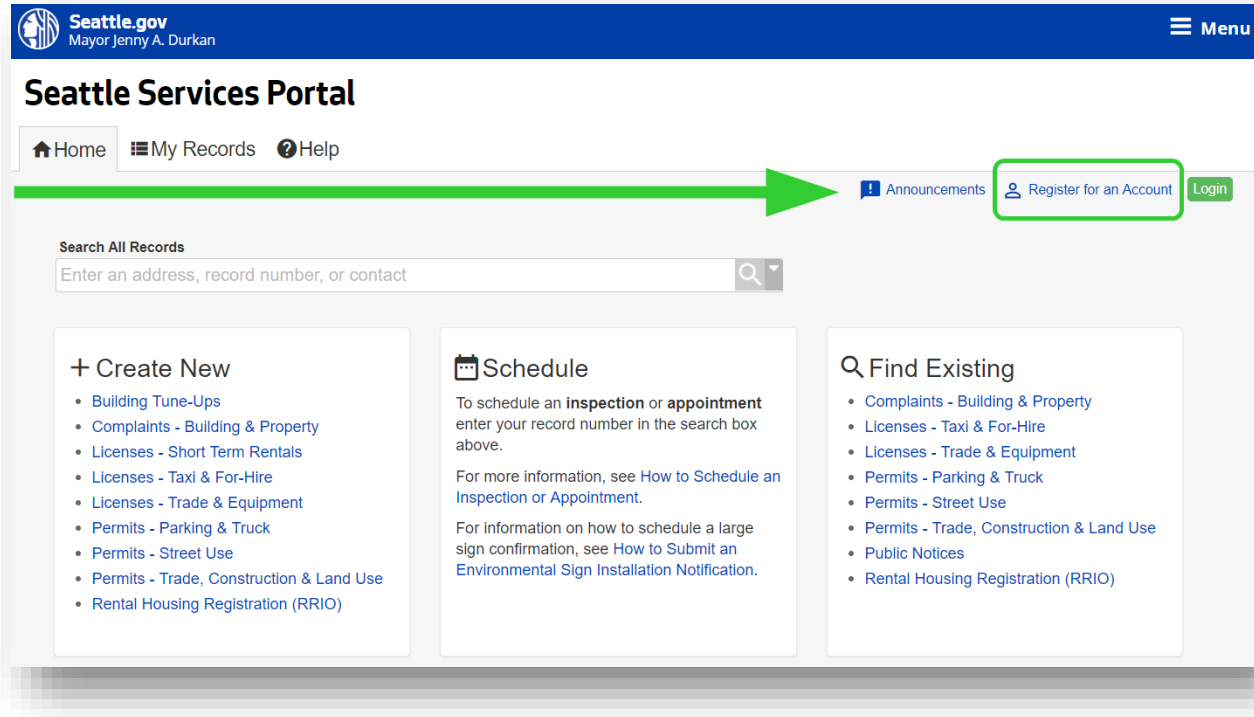
### 3. **Greater Seattle**

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 [STR-3 License and license applications](#).

# 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

 **Seattle.gov**  
Mayor Jenny A. Durkan

[Home](#) [My Records](#) [Help](#)

## Account Registration

You will be asked to provide the following information to open an account:

- Choose a user name and password
- Personal and Contact Information
- License Numbers if you are registering as a licensed professional (optional)

Please review and accept the terms below to proceed.

**General Disclaimer**  
  
For information about the collection, use, disclosure, sharing, security and retention of information gathered via this Web site, view the City of Seattle's [Online Privacy Principles, Statement and Policy](#).  
  
The Public Records Act (PRA) requires the disclosure of public records

☒ I have read and accepted the above terms.

**Continue Registration »**

### 3. ENTER: Login information

Account Registration Step 2:  
Enter/Confirm Your Account Information

Login Information

\* User Name:

\* Email Address:

\* Password:

\* Type Password Again:

\* Enter Security Question:

\* Answer (case sensitive):

Contact Information

Add your contact information so you can quickly assign it to your application.

[Add New](#)

[Continue Registration >](#)

## 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.

### 4. CLICK: Add New

Account Registration Step 2:  
Enter/Confirm Your Account Information

Login Information

\* User Name:

\* Email Address:

\* Password:

\* Type Password Again:

\* Enter Security Question:

\* Answer (case sensitive):

Contact Information

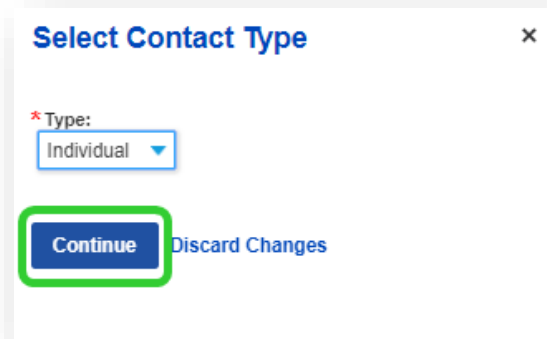
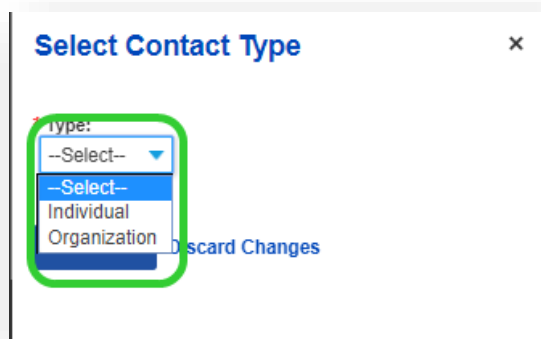
Add your contact information so you can quickly assign it to your application.

[Add New](#)

[Continue Registration >](#)

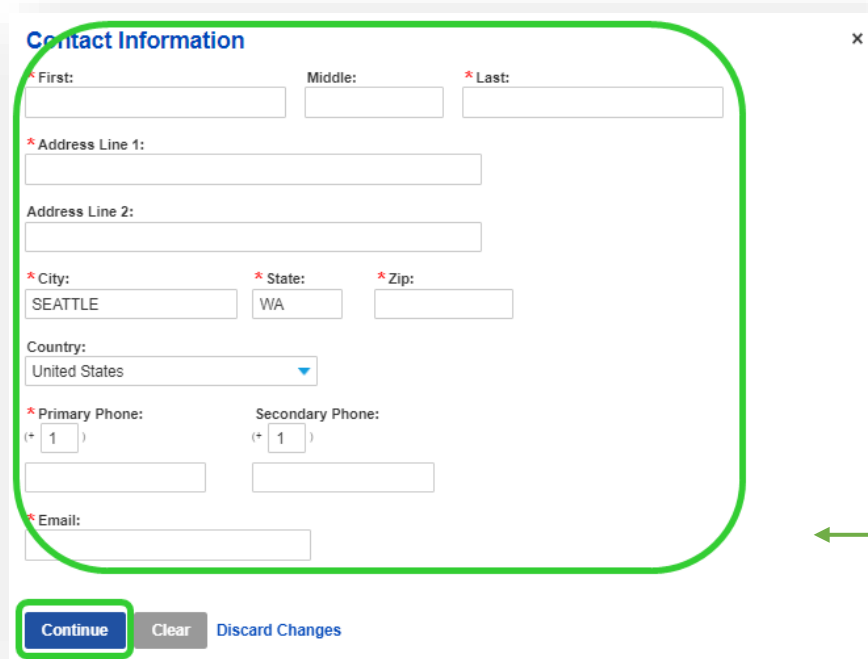
5. **SELECT:** A contact type

**CLICK:** Continue



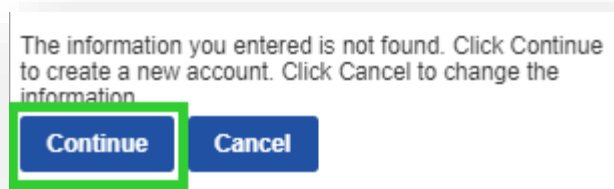
**ENTER:** Contact Information

**CLICK:** Continue



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

**Account Registration Step 2:  
Enter/Confirm Your Account Information**

**Login Information**

User Name:

\* Email Address:

\* Password:

\* Type Password Again:

\* Enter Security Question:

\* Answer (case sensitive):

**Contact Information**

Add your contact information so you can quickly assign it to your application.

✔ Contact added successfully.

User Name  
Email: user@name1.com  
Phone: (+1)867-493-9284  
[Remove](#)

**Continue Registration »**

✔ Almost there! Check your email to activate your account.

Before you can login, you must activate your account. An email was sent with instructions. If you did not receive this email, please check your junk/spam folder.

**Account Information**

User Name: UserName1  
Email: user@name1.com  
Password: \*\*\*\*\*  
Security Question: Security Question

**Contact Information**

User Name  
123 Front St.  
user@name1.com  
Primary Phone: (+1)867-493-9284

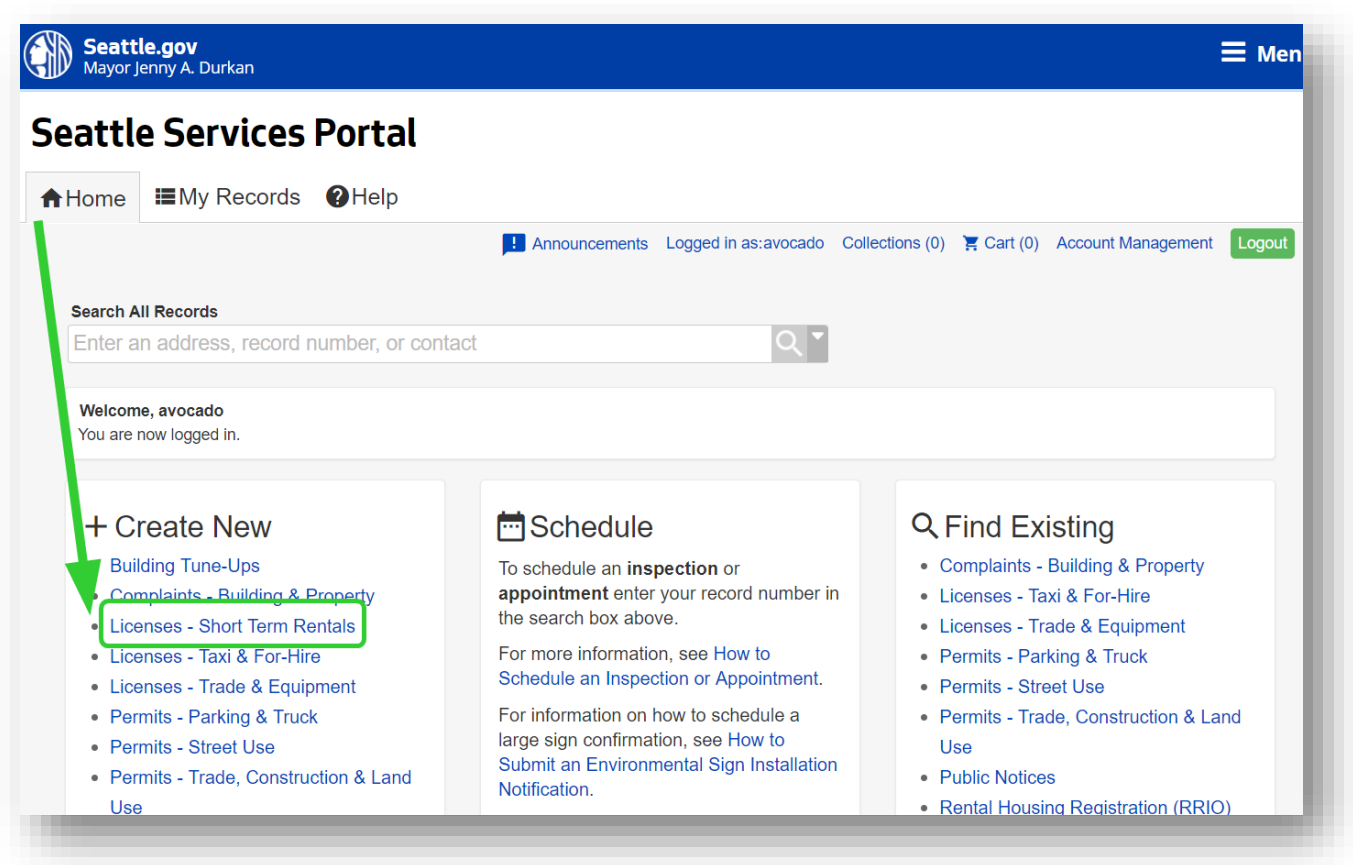
## 7. **GO TO YOUR EMAIL:** And follow the activation instructions

# 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



3. **SELECT**: the appropriate application (see below for details)

## 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

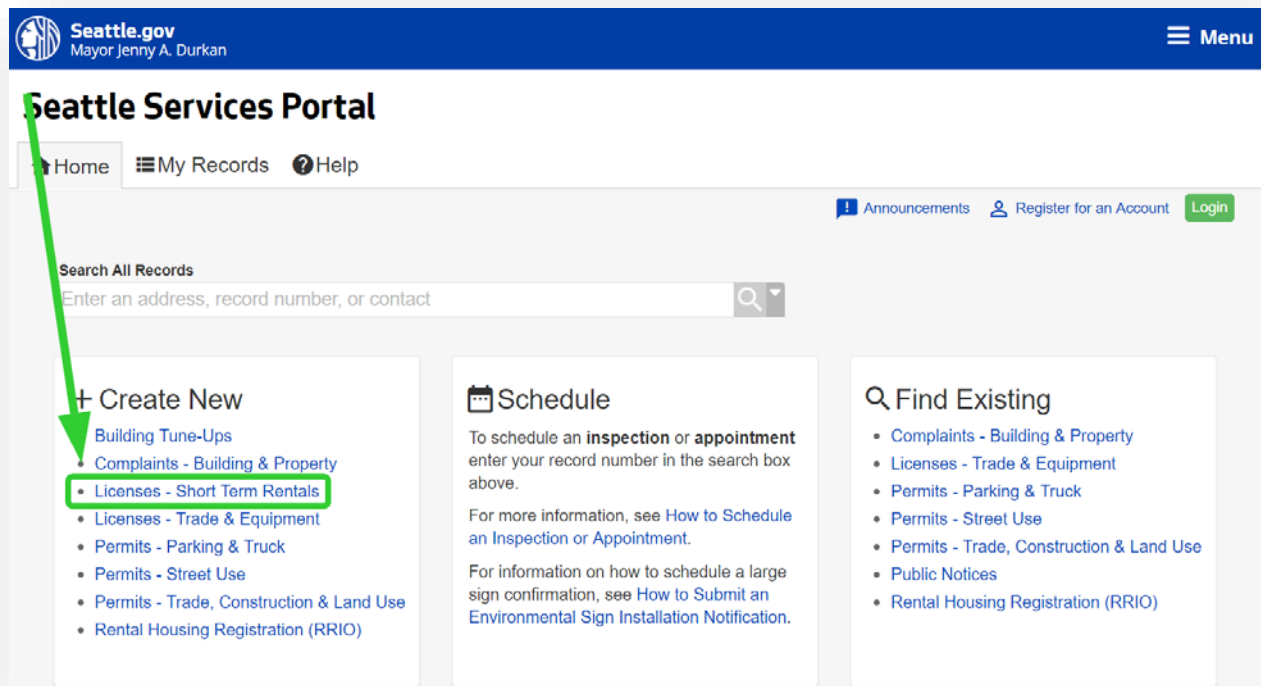
# How do I apply for a Short-Term Rental Operator License?

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



### 3. **SELECT:** Short-Term Rental Operator License Application

**CLICK:** Continue Application

## 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 »](#)

### 4. **CLICK:** Select from Account

## Short-Term Rental Operator License Application

1 Contact Information 2 Application Detail 3 Review 4 Record Issuance

Step 1 : Contact Information > Contact Information

You have selected a Short-Term Rental Operator License Application. This application is for operators to license their short-term rental units.

For this application, you will need the following:

- Current City of Seattle Business License Number
- Names and email addresses of all members and property owners, and if property owners are business entities, list all entity members
- Name and email address of your spouse if applicable

NOTE: after completing the record, a Thank You page will load. The application process is not complete until a Unit Amendment is completed and paid for. You will receive an email with instructions for adding units shortly after submitting this application.

\* Indicates a required field

\* Applicant (required)

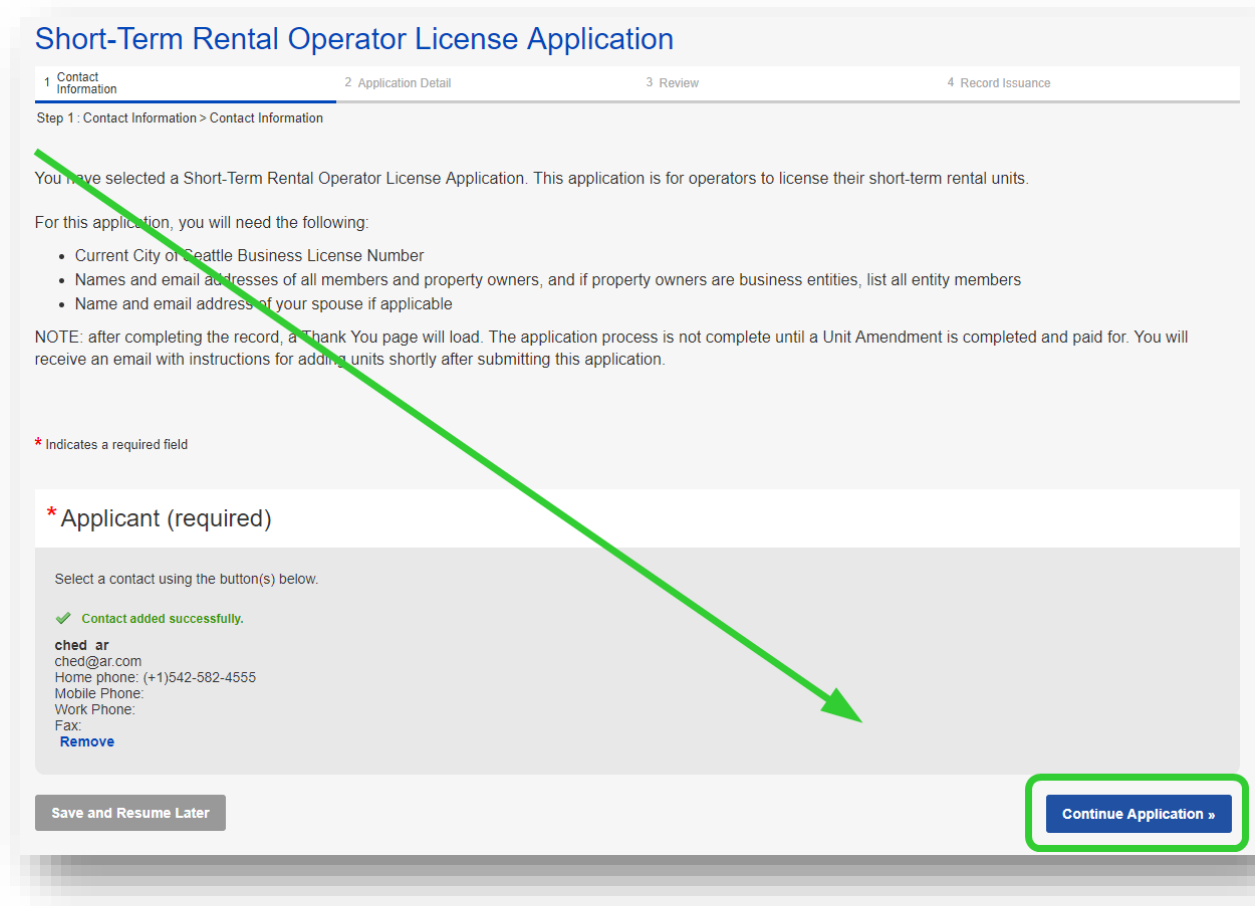
Select a contact using the button(s) below.

[Select from Account](#)

[Save and Resume Later](#) [Continue Application »](#)



## 5. **CLICK:** Continue Application



### Short-Term Rental Operator License Application

1 Contact Information    2 Application Detail    3 Review    4 Record Issuance

Step 1: Contact Information > Contact Information

You have selected a Short-Term Rental Operator License Application. This application is for operators to license their short-term rental units.

For this application, you will need the following:

- Current City of Seattle Business License Number
- Names and email addresses of all members and property owners, and if property owners are business entities, list all entity members
- Name and email address of your spouse if applicable

NOTE: after completing the record, a Thank You page will load. The application process is not complete until a Unit Amendment is completed and paid for. You will receive an email with instructions for adding units shortly after submitting this application.

\* Indicates a required field

**\* Applicant (required)**

Select a contact using the button(s) below.

✔ Contact added successfully.

**ched ar**  
ched@ar.com  
Home phone: (+1)542-582-4555  
Mobile Phone:  
Work Phone:  
Fax:  
[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

**Short-Term Rental Operator License Application**

1 Contact Information    2 Application Detail    3 Review    4 Record Issuance

Step 2: Application Detail > Application Detail

\* Indicates a required field

### CITY BUSINESS LICENSE DETAILS

If you do not know your Customer Number, you can search for it at this website: <https://www.seattle.gov/licenses/find-a-business> If you have created a new, or updated an existing business license within the last 48 hours, those changes may not be reflected and will prevent you from completing this application; please click Save and Resume Later, and try again in 48 hours. If your business license is expired or currently has open obligations associated with it, go to FileLocal ([https://www.filelocal-wa.gov/Default\\_FileLocal.aspx](https://www.filelocal-wa.gov/Default_FileLocal.aspx)) to remedy the issue.

\* Business License/Customer Number:

Customer Number Status:

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

### CITY BUSINESS LICENSE DETAILS

If you do not know your Customer Number, you can search for it at this website: <https://www.seattle.gov/licenses/find-a-business> If you have created a new, or updated an existing business license within the last 48 hours, those changes may not be reflected and will prevent you from completing this application; please click Save and Resume Later, and try again in 48 hours. If your business license is expired or currently has open obligations associated with it, go to FileLocal ([https://www.filelocal-wa.gov/Default\\_FileLocal.aspx](https://www.filelocal-wa.gov/Default_FileLocal.aspx)) to remedy the issue.

\* Business License/Customer Number:

Customer Number Status:

Does the account have unpaid balances and/or unfiled taxes?: ☐ Yes ☒ No

Open Date:

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

SPOUSE INFORMATION

\* Are you married?: ☒ Yes ☐ No

\* Spouse First Name:

\* Spouse Last Name:

\* Spouse Email:

**NOTE:** The "Are you married?" question will not be available if applying as a business entity.

Why do I need to provide my spouse's information?

The short-term rental ordinance 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 [About Legacy Zones](#) 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.

LEGACY OPERATOR

Have you been legally operating short-term rentals since before 9/30/2017? ☒ Yes ☐ No

9. **SCROLL DOWN:** to Member or Owner List

**CLICK:** Add a Row

MEMBER OR OWNER LIST

List all organization members or property owners. Note: if you are a tenant (only applicable in legacy downtown urban center), you do not have to list the property owner.

Showing 0-0 of 0

First Name	Last Name	Email Address
No records found.		

**Add a Row** | **Edit Selected** | **Delete Selected**

**Save and Resume Later** **Continue Application »**

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

**CLICK:** Submit

MEMBER LIST

List all organization members or property owners. Note: if you are a tenant (only applicable in legacy downtown urban center), you do not have to list the property owner.

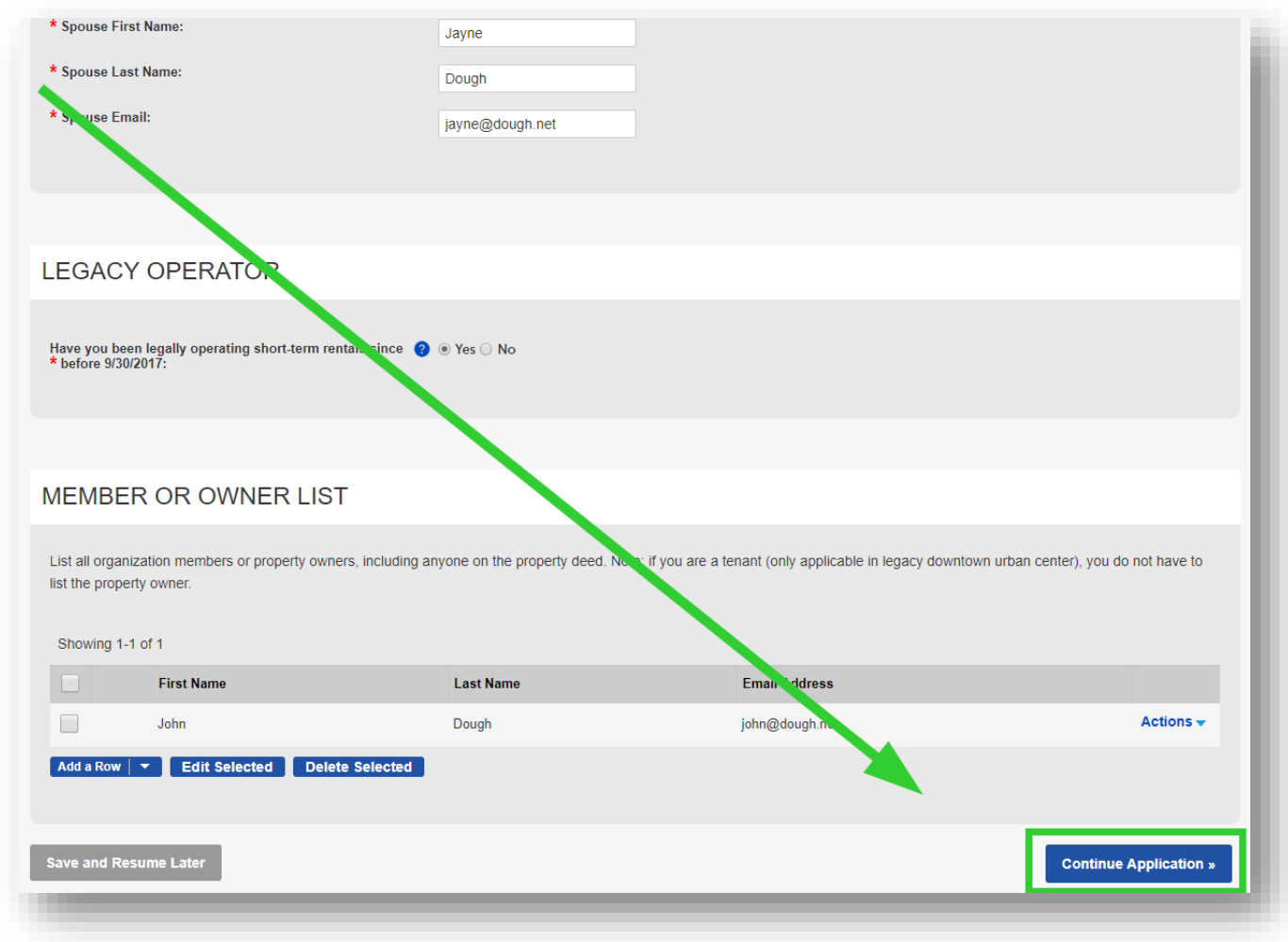
\* First Name:  \* Last Name:  \* Email Address:

**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



The screenshot shows a web application form with several sections. A large green arrow originates from the top left and points towards the 'Continue Application' button at the bottom right.

**Spouse Information:**

- \* Spouse First Name:
- \* Spouse Last Name:
- \* Spouse Email:

**LEGACY OPERATOR**

Have you been legally operating short-term rentals since ☒ Yes ☐ No before 9/30/2017?

**MEMBER OR OWNER LIST**

List 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

<input type="checkbox"/>	First Name	Last Name	Email Address	
<input type="checkbox"/>	John	Dough	john@dough.net	Actions ▾

[Add a Row ▾](#) [Edit Selected](#) [Delete Selected](#)

[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

Short-Term Rental Operator License Application

1 Contact Information 2 Application Detail 3 Review 4 Record Issuance

Step 3: Review

Save and Resume Later Continue Application »

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

Record Type

Short-Term Rental Operator License Application

Applicant Edit

Individual  
Jade Hoy  
23 front st  
SEATTLE, WA, 98172  
United States  
Primary Phone: (+1)374-859-5934  
Email: hoy@jade.com

CITY BUSINESS LICENSE DETAILS Edit

Customer Number: 722502  
Customer Number Status: Active  
Does the account have unpaid balances and/or unfilled fees?: No  
Renewal Date: 07/15/2019

SPOUSE INFORMATION Edit

Are you married?: Yes  
Spouse First Name: Jayne  
Spouse Last Name: Dough  
Spouse Email: jayne@dough.net

LEGACY OPERATOR Edit

Have you been legally operating short-term rentals prior to 5/1/2017?: Yes

MEMBER OR OWNER LIST Edit

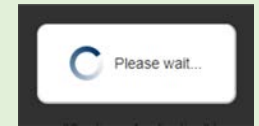
First Name	Last Name	Email Address
	Dough	john@dough.com

I agree that the information provided is true and correct, and agree that I am in compliance with City of Seattle Ordinance 125490 and all associated Director's Rules.

☒ By checking this box, I agree to the above certification. Date:

Save and Resume Later Continue Application »

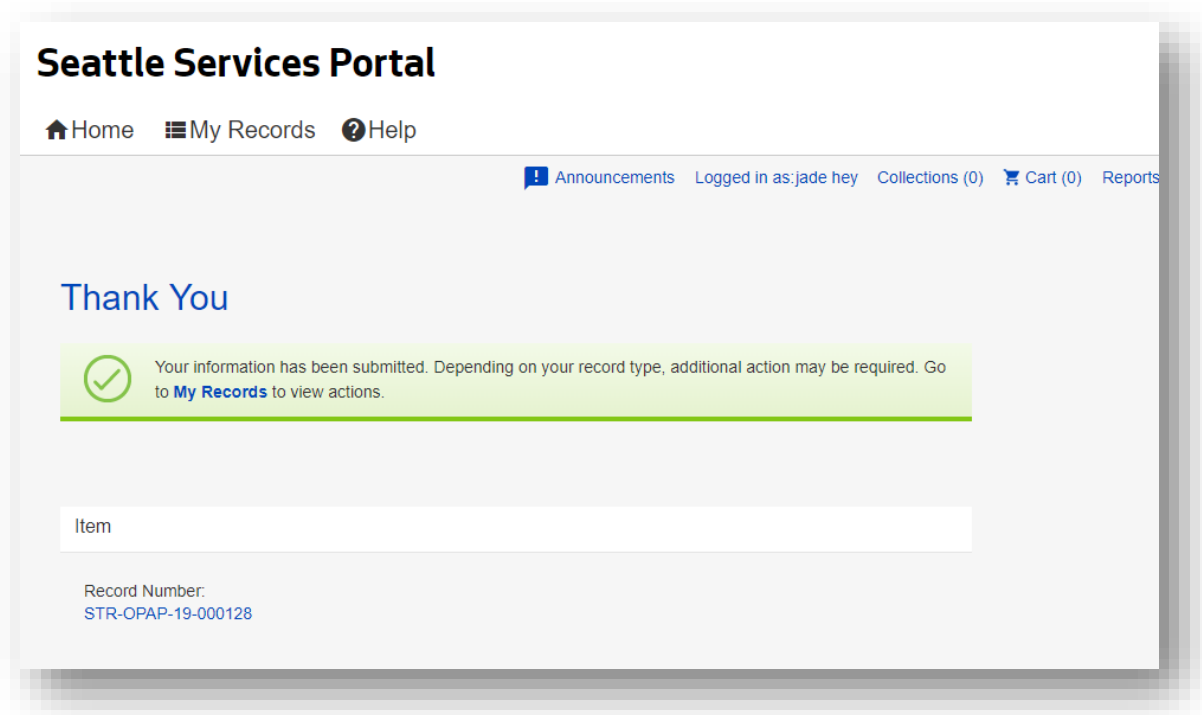
Please wait...



After you click **Continue Application**, there are **several processes** happening behind the scenes. Please be **patient** while the page **loads**.

## 12. A Thank You page loads

!!! YOUR APPLICATION IS NOT COMPLETE !!!



### 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



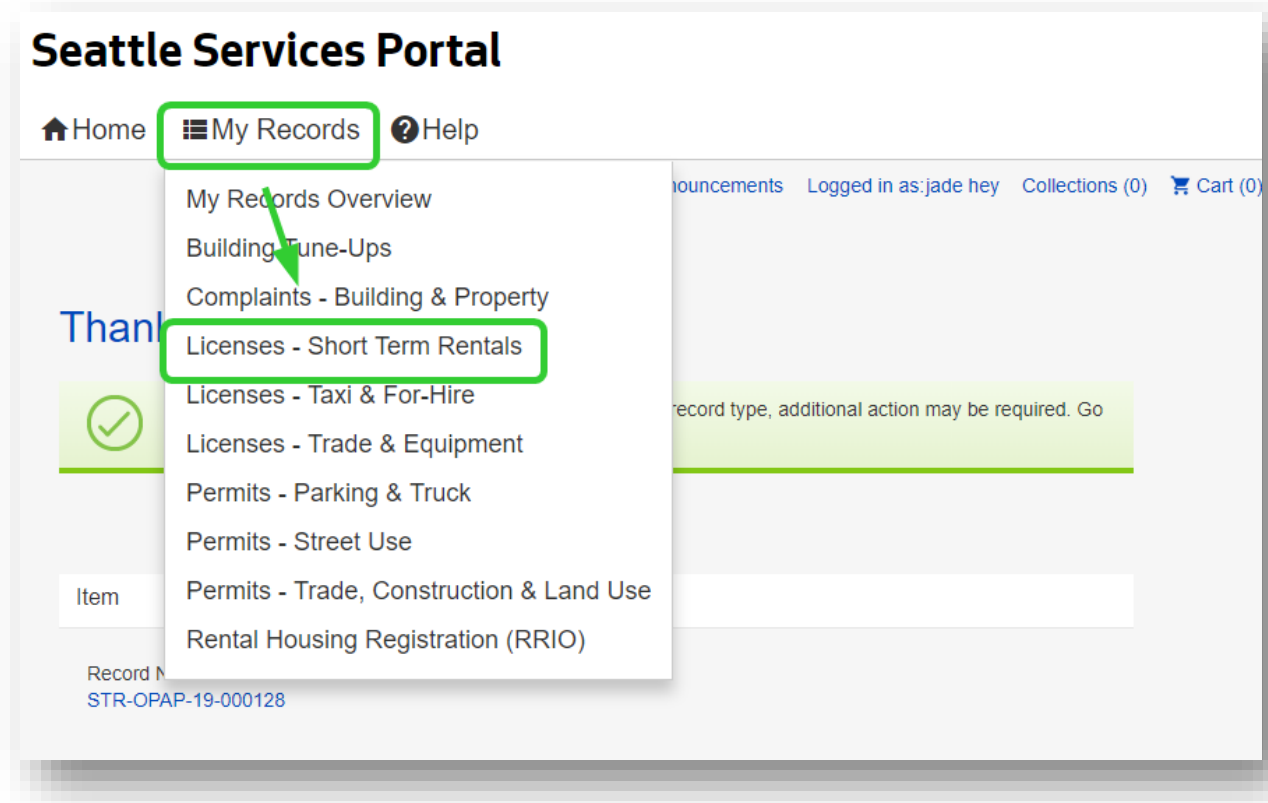
We sent an email to your spouse, if applicable, to let them know about your application



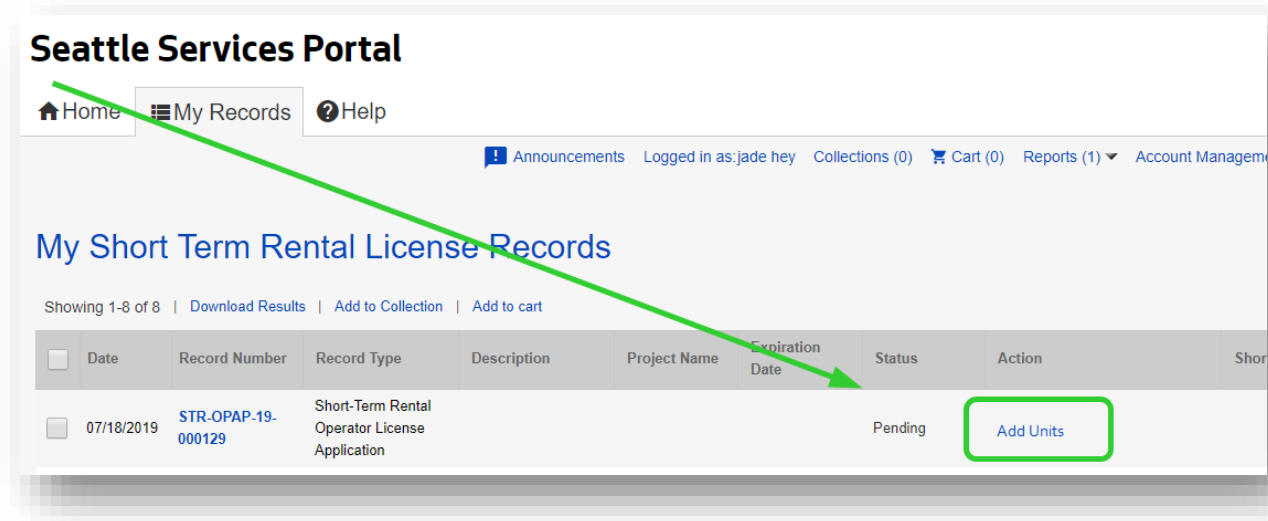
We sent an email to your members or property owners, if applicable, to let them know they were listed on your application

13. **CLICK:** on My Records

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



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





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

### Unit Amendment

1 Contact Information

2 Application Detail

3 Review

4 Pay Fees

5 Record Issuance

Step 1: Contact Information > Contact Information

This process is to add units to a license or license application or remove units. You will need the address(es) of the unit(s) you wish to operate in the City of Seattle. If you are registering units operated before September 30, 2017, enter those units first. The first unit you enter will determine your legacy region.

For more information about legacy regions, see this article: <https://seattlegov.zendesk.com/hc/en-us/articles/360026668314-About-Legacy-Zones>. For legacy units, you will also be required to upload a Rental Registry of the nights the unit was booked in the 12-month period prior to September 30, 2017

If you are listing a unit as a primary property, you may have to provide documentation proving the address is your primary residence.

If you are listing a unit as a secondary property, you will first need to register with Rental Registration & Inspection Ordinance (RRIO). You will need the RRIO registration number to complete this application.

To register with RRIO, return to the home page of the Seattle Services Portal, locate the Create New section, and select "Rental Housing Registration (RRIO)."

If you are registering units that meet the State of Washington's requirements to be a bed and breakfast, you will need a copy of your Washington State Transient Accommodation License for upload, and the license number for each property.

\* Indicates a required field

#### Applicant

The contact below is as currently listed on the parent license or application record.

**Jade Marie Enterprises**  
**Address:** 123 Front St  
SEATTLE, WA, 98021  
**Email:** jade.redfield@seattle.gov  
**Primary Phone:** (+1)573-493-0458  
**Secondary Phone:**

Save and Resume Later

Continue Application »

### 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 [About Legacy Zones](#) section in this document.

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

**CLICK:** Add Unit

**Unit Amendment**

1 Contact Information   2 Application Detail   3 Review   4 Pay Fees   5 Record Issuance

Step 2: Application Detail > Application Detail

This process is to add units to a license or license application or remove units. You will need the address(es) of the unit(s) you wish to operate in the City of Seattle. If you are registering units operated before September 30, 2017, enter those units first. The first unit you enter will determine your legacy region.

For more information about legacy regions, see this article: <https://seattlegov.zendesk.com/hc/en-us/articles/360026668314-About-Legacy-Zones>. For legacy units, you will also be required to upload a Rental Registry of the nights the unit was booked in the 12-month period prior to September 30, 2017.

If you are listing a unit as a primary property, you may have to provide documentation proving the address is your primary residence.

If you are listing a unit as a secondary property, you will first need to register with Rental Registration & Inspection Ordinance (RRIO). You will need the RRIO registration number to complete this application.

To register with RRIO, return to the home page of the Seattle Services Portal, locate the Create New section, and select "Rental Housing Registration (RRIO)."

If you are registering units that meet the State of Washington's requirements to be a bed and breakfast, you will need a copy of your Washington State Transient Accommodation License for upload, and the license number for each property.

\* Indicates a required field

### Unit Management

If you are registering units that were in operation before September 30, 2019, please enter those units first. The first unit you enter will determine your primary region.

DO NOT click the checkbox in the "Remove" column unless you wish to delete/remove the unit from the application/license.

Details	Remove	Unit Record ID	Address	Description	Registered Date	Status	Type
<div><b>Add Unit</b></div> <div><small>Please click the Submit Units button once you have finished entering your units. By clicking the Submit Units button, you attest that the unit information entered is true and correct.</small></div> <div><div>Save and Resume Later</div><div>Continue Application »</div></div>							

17. **ENTER:** the unit address

**CLICK:** Search Address

Street Number   Street Prefix   Street Name   Street Type   Street Suffix

700   ▼   5th   AVE   ▼

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

Street Number: 700, Street Prefix: [dropdown], Street Name: 5th, Street Type: AVE, Street Suffix: [dropdown]. Buttons: Clear Address, Search Address.

Address dropdown suggestions:

- 700 5th Ave, Seattle, Washington, 98104
- 700 5th Ave N, Seattle, Washington, 98109
- 700 5th Ave S, Seattle, Washington, 98104
- 700 5th Ave W, Seattle, Washington, 98104

Select Address button.

19. **ENTER:** the required information

NOTE: New fields may appear depending on your selections

Unit Record ID, Region, Type, 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).

Select Document Category: [dropdown]. Buttons: Choose File, Upload.

Uploaded Documents: [empty list]. Buttons: Verify Unit, Cancel.

20. 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 Record ID: Region: Type: Property Type: Apartment Unit Number (if there is no unit number enter NA): 123569 Description: The unit on the ground 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

Please upload a registry identifying the dates the dwelling unit was used as a short-term rental within the 12-month period prior to September 30, 2017

Select Document Category: Rental Registration History Choose File No file chosen Upload

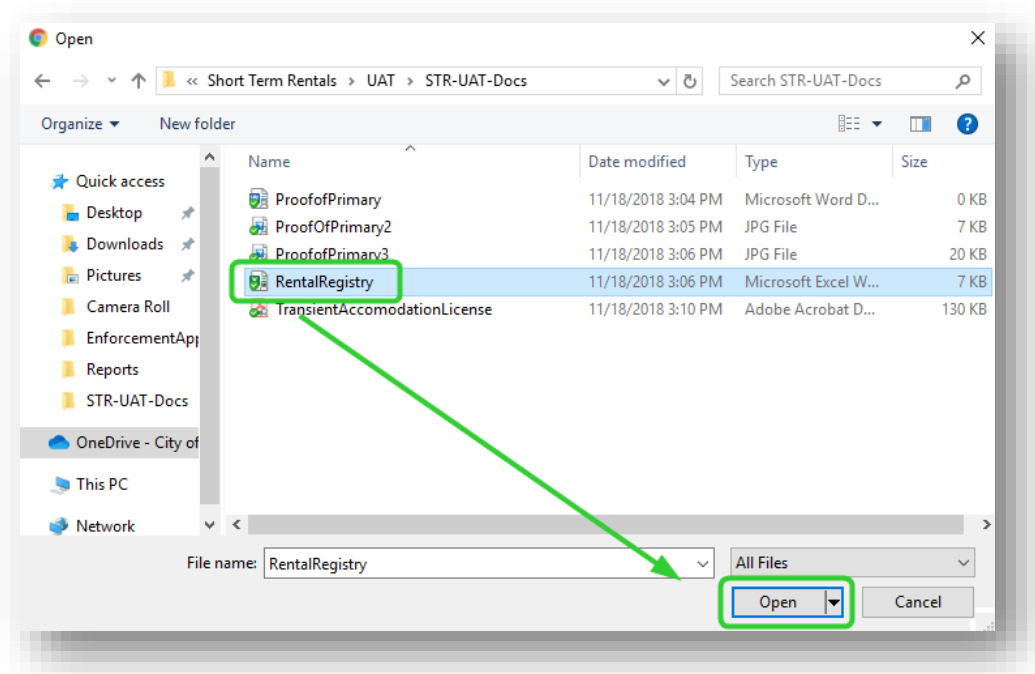
Uploaded Documents:

Verify Unit Cancel

**NAVIGATE:** to the correct file

**SELECT:** the file

**CLICK:** Open



**CLICK:** Upload

The screenshot shows a web form for unit registration. The form includes fields for Street Number (700), Street Prefix (5th), Street Name (5th), Street Type (AVE), and Street Suffix. It also has fields for Unit Record ID, Region, Type, Property Type (Apartment), Unit Number (123569), and Description (The unit on the ground floor on the west side of the building). There are radio buttons for Primary Residence (Yes/No) and Number of Bedrooms (2). A red asterisk indicates a required upload: "Please upload a registry identifying the dates the dwelling unit was used as a short-term rental within the 12-month period prior to September 30, 2017". The 'Select Document Category' dropdown is set to 'Rental Registration History'. The 'Choose File' button is labeled 'RentalRegistry.xlsx', and the 'Upload' button is highlighted with a green box. A green arrow points from the 'RentalRegistry' file in the previous screenshot to this 'Upload' button.

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 Category: Rental Registration History

Choose File No file chosen Upload Upload was successful

Uploaded Documents:

1. Rental Registration History - RentalRegistry.xlsx

Verify Unit Cancel

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

**CLICK:** Save

**This unit has been verified**

Street Number: 700 Street Prefix: Street Name: 5th Street Type: AVE Street Suffix: Clear Address

Unit Record ID: Region: Type: Downtown Urban Center STR Registered Date: Status: Verified

Property Type: Apartment

Unit Number (If there is no unit number enter NA): 123567

Description: The unit on the ground 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: Rental Registration History

Choose File No file chosen Upload

Uploaded Documents:

1. Rental Registration History - RentalRegistry.xlsx

Save Verify Unit Cancel

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

## 22. **CLICK:** Submit Units

### **CLICK:** Continue Application

**Unit Amendment**

1 Contact Information   2 Application Detail   3 Review   4 Pay Fees   5 Record Issuance

Step 2: Application Detail > Application Detail

This process is to add units to a license or license application or remove units. You will need the address(es) of the unit(s) you wish to operate in the City of Seattle. If you are registering units operated before September 30, 2017, enter those units first. The first unit you enter will determine your legacy region.

For more information about legacy regions, see this article: <https://seattle.gov.zendesk.com/hc/en-us/articles/360026668314-About-Legacy-Zones>. For legacy units, you will also be required to upload a Rental Registry of the nights the unit was booked in the 12-month period prior to September 30, 2017.

If you are listing a unit as a primary property, you may have to provide documentation proving the address is your primary residence.

If you are listing a unit as a secondary property, you will first need to register with Rental Registration & Inspection Ordinance (RRIO). You will need the RRIO registration number to complete this application.

To register with RRIO, return to the home page of the Seattle Services Portal, locate the Create New section, and select "Rental Housing Registration (RRIO)."

If you are registering units that meet the State of Washington's requirements to be a bed and breakfast, you will need a copy of your Washington State Transient Accommodation License for upload, and the license number for each property.

\* Indicates a required field

### Unit Management

If you are registering units that were in operation before September 30, 2019, please enter those units first. The first unit you enter will determine your primary region.

DO NOT click the checkbox in the "Remove" column unless you wish to delete/remove the unit from the application/license.

Details	Remove	Unit Record ID	Address	Description	Registered Date	Status	Type
<input type="checkbox"/>	<input type="checkbox"/>		12000052 - 700 5th AVE	The unit on the ground floor on the west side of the building	07/30/2019	Verified	STR

     submission completed successfully

### **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

**Unit Amendment**

1 Contact Information 2 Application Detail 3 Review 4 Pay Fees 5 Record Issuance

Step 3: Review

[Save and Resume Later](#) [Continue Application »](#)

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

Record Type

Unit Amendment

Applicant [Edit](#)

Individual  
Jade hey  
123 front st  
SEATTLE, WA, 98372  
United States  
Primary Phone: (+1)374-859-5934  
Email: hey@jade.com

I agree that the information provided is true and correct, and agree that I am in compliance with [City of Seattle Ordinance 125490](#) and all associated [Director's Rules](#).

☒ By checking this box, I agree to the above certification. Date:

[Save and Resume Later](#) [Continue Application »](#)

## 24. CLICK: Check Out

**Unit Amendment**

1 Contact Information 2 Application Detail 3 Review 4 Pay Fees 5 Record Issuance

Step 4: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

**Application Fees**

Fees	Qty.	Amount
STR Operator Legacy License Fee	1	\$75.00

**TOTAL FEES:** \$75.00  
Note: This does not include additional inspection fees which may be assessed later.

[Check Out »](#)



## 25. **CLICK:** Check Out

**Cart**

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 clicking on Edit Cart and removing the items you don't want to pay now.

If you plan to pay by check, see [How Do I Pay by Check?](#) for further instructions.

If somebody else is responsible for paying fees, see [How to Pay Fees](#).

**PAY 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 »**

## 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

Pay now with a credit card.

Payment Options \* indicates a required field.

Amount to be charged: \$75.00

Ⓢ Pay with Credit Card

**Credit Card Information:**

\* Card Type: --Select--    \* Card Number: No dashes or spaces    \* Security Code:   

\* Name on Card:    \* Expiration Date: 01/2019 12/2019

**Credit Card Holder Information:**

☐ Auto-fill with jade hey

Country: United States

\* Street Address:   

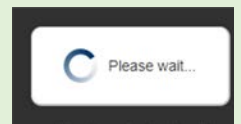
\* City:    \* State:    \* Zip:   

\* Phone: (+) 1   

Email:   

**Submit Payment »**

Please  
wait...



After you click **Submit Payment**, there are **several processes** happening behind the scenes. Please be **patient** while the page **loads**.

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

## Thank You



Your information has been submitted. Depending on your record type, additional action may be required. Go to [My Records](#) to view actions and check your email for additional instructions.

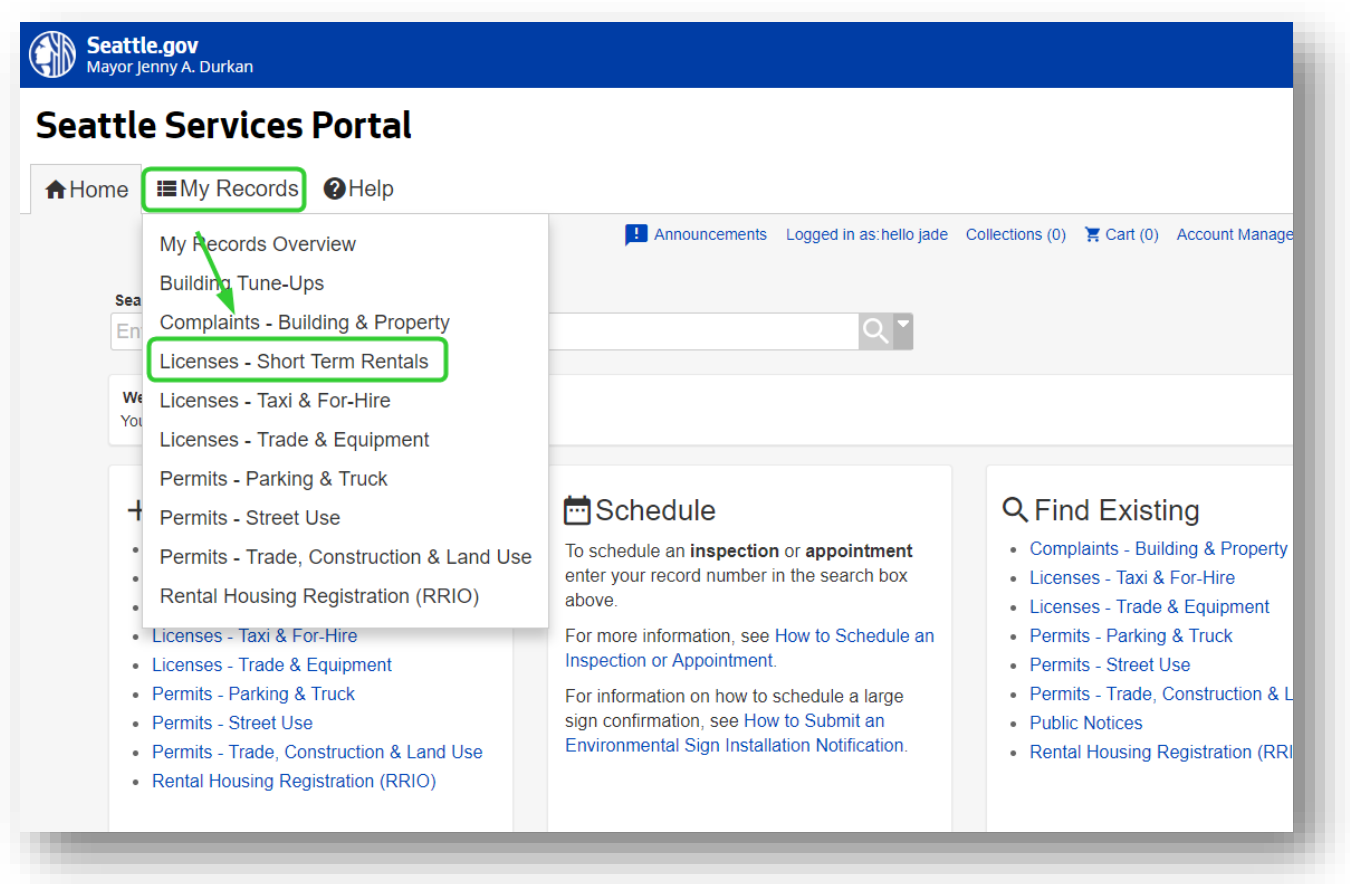
# What do I need to include on each listing?

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.

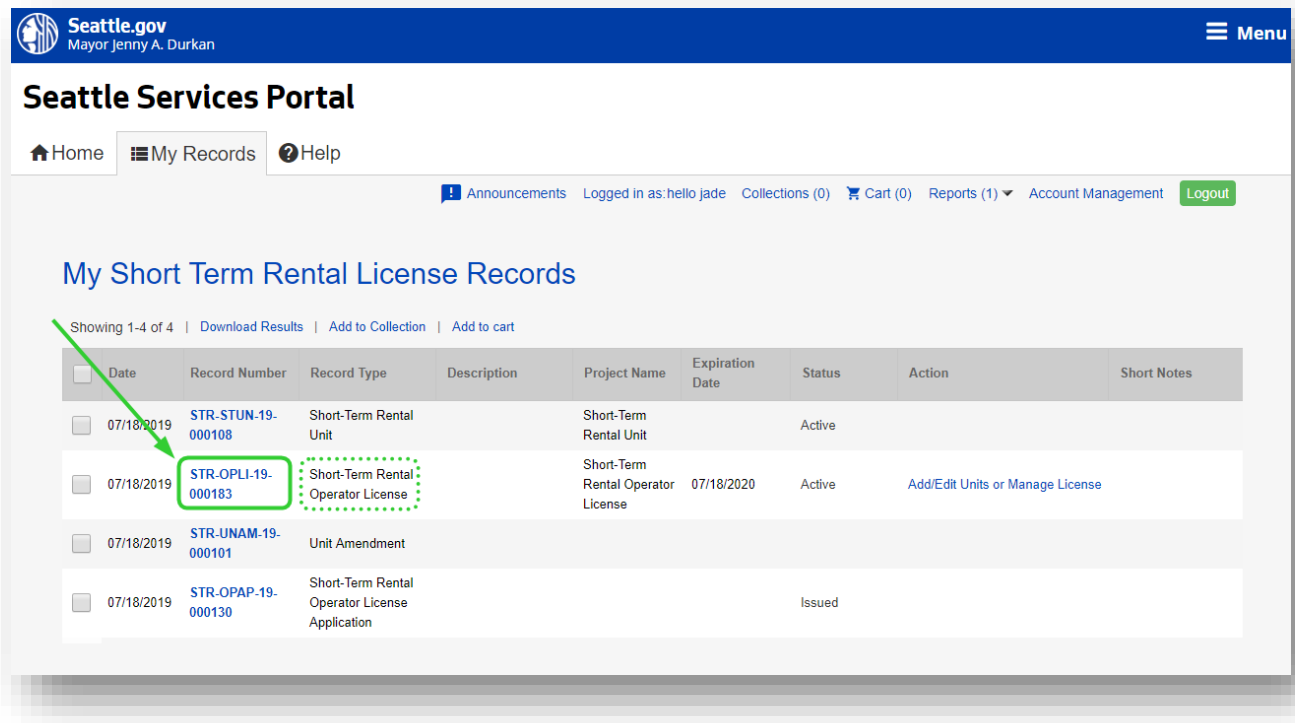
Start at any page in the **Seattle Service Portal**

<https://cosaccela.seattle.gov>

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



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



Seattle.gov  
Mayor Jenny A. Durkan

Menu

## Seattle Services Portal

Home My Records Help

Announcements Logged in as: hello jade Collections (0) Cart (0) Reports (1) Account Management Logout

### My Short Term Rental License Records

Showing 1-4 of 4 | Download Results | Add to Collection | Add to cart

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action	Short Notes
<input type="checkbox"/>	07/18/2019	STR-STUN-19-000108	Short-Term Rental Unit		Short-Term Rental Unit		Active		
<input type="checkbox"/>	07/18/2019	STR-OPLI-19-000183	Short-Term Rental Operator License		Short-Term Rental Operator License	07/18/2020	Active	<a href="#">Add/Edit Units or Manage License</a>	
<input type="checkbox"/>	07/18/2019	STR-UNAM-19-000101	Unit Amendment						
<input type="checkbox"/>	07/18/2019	STR-OPAP-19-000130	Short-Term Rental Operator License Application				Issued		

4. **CLICK:** on the record number of your Short-Term Rental Operator License or Bed and Breakfast Rental Operator License

The screenshot shows the Seattle Services Portal interface. At the top, there's a blue header with the Seattle.gov logo and Mayor Jenny A. Durkan's name. Below this is the 'Seattle Services Portal' title and navigation links: Home, My Records, and Help. A status bar indicates 'Logged in as: hello jade' and 'Collections (0)'. The main section is titled 'My Short Term Rental License Records' and shows a table of records. A green arrow points to the record number 'STR-STUN-19-000108' in the first row, and a green box highlights the record number 'STR-OPLI-19-000183' in the second row.

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status
<input type="checkbox"/>	07/18/2019	<a href="#">STR-STUN-19-000108</a>	Short-Term Rental Unit		Short-Term Rental Unit		Active
<input type="checkbox"/>	07/18/2019	<a href="#">STR-OPLI-19-000183</a>	Short-Term Rental Operator License		Short-Term Rental Operator License	07/18/2020	Active
<input type="checkbox"/>	07/18/2019	<a href="#">STR-UNAM-19-000101</a>	Unit Amendment				
<input type="checkbox"/>	07/18/2019	<a href="#">STR-OPAP-19-000130</a>	Short-Term Rental Operator License Application				Issued

## 5. **CLICK:** on Attachments

The screenshot shows the Seattle Services Portal interface. At the top, the header includes the Seattle.gov logo, Mayor Jenny A. Durkan's name, and a menu icon. Below the header, the main title "Seattle Services Portal" is displayed. A navigation bar contains links for Home, My Records, and Help. A secondary bar shows user status (Logged in as: hello jade), collections (0), cart (0), reports (1), account management, and a Logout button. A search bar is present with the placeholder text "Enter an address, record number, or contact". The main content area displays the record "Record STR-OPLI-19-000183" with the title "Short-Term Rental Operator License". It includes the record status (Active) and expiration date (07/18/2020). Below this, a "Record Info:" section contains four tabs: "Record Details", "Processing Status", "Related Records", and "Attachments". The "Attachments" tab is highlighted with a green box. A green arrow points from the top left towards the "Attachments" tab. To the right of the record title, there are links for "Add to cart", "Add to collection", "Like 0", and "Tweet". Below the tabs, there is a "Payments:" section with links for "Fees" and "Custom Component". At the bottom, there is a "Location" section.

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

**Record STR-OPLI-19-000183**

Short-Term Rental Operator License

Record Status: Active  
Expiration Date: 07/18/2020

Record Info:

[Record Details](#) [Processing Status](#) [Related Records](#) [Attachments](#)

Payments:

[Fees](#)

[Custom Component](#)

**Attachments**

The maximum file size allowed is **500 MB**.

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity
<a href="#">Operator License report.pdf</a>	STR-OPLI-19-000183	Short-Term Rental Operator License	Record	Operator License report	357.80 KB	07/18/2019	<a href="#">Actions</a>	Short-Term Rental Operator License - STR-OPLI-19-000183

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

**CLICK:** on the file

**Attachments**

The maximum file size allowed is **500 MB**.

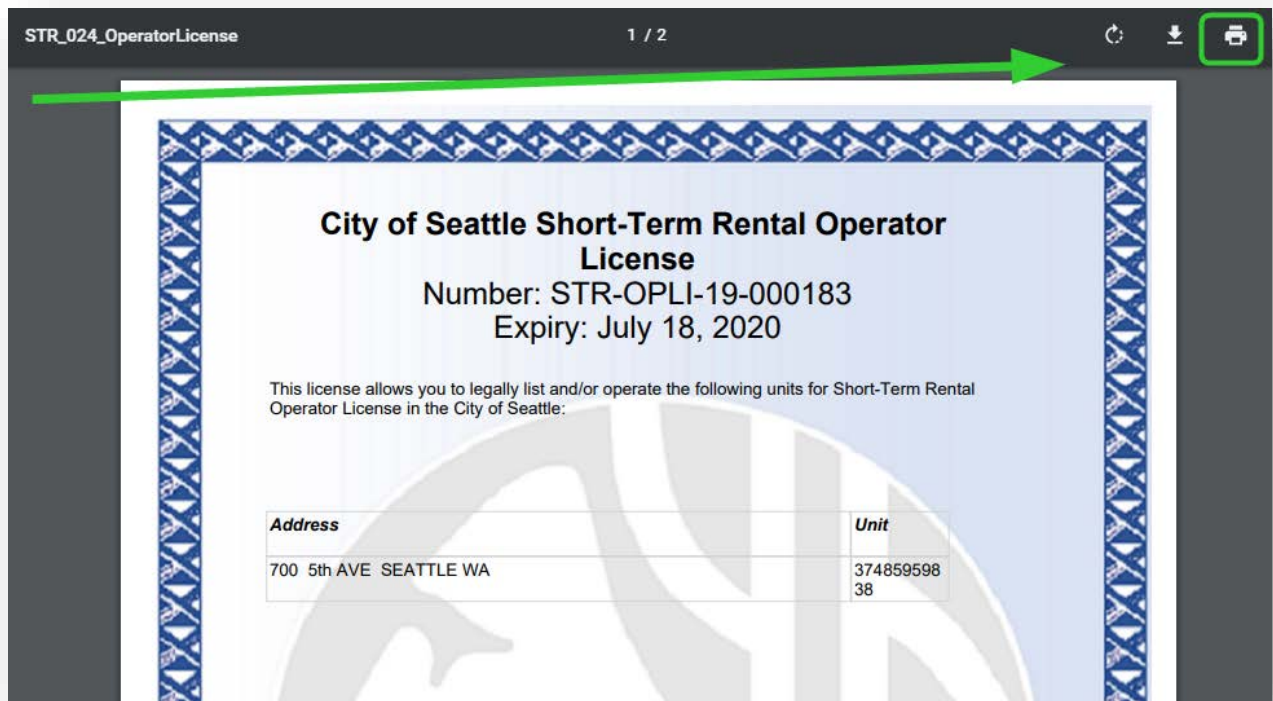
Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity
<a href="#">Operator License report.pdf</a>	STR-OPLI-19-000183	Short-Term Rental Operator License	Record	Operator License report	357.80 KB	07/18/2019	<a href="#">Actions</a>	Short-Term Rental Operator License - STR-OPLI-19-000183

STR\_024\_Operator....pdf

Show all

8. The license opens in a new tab

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



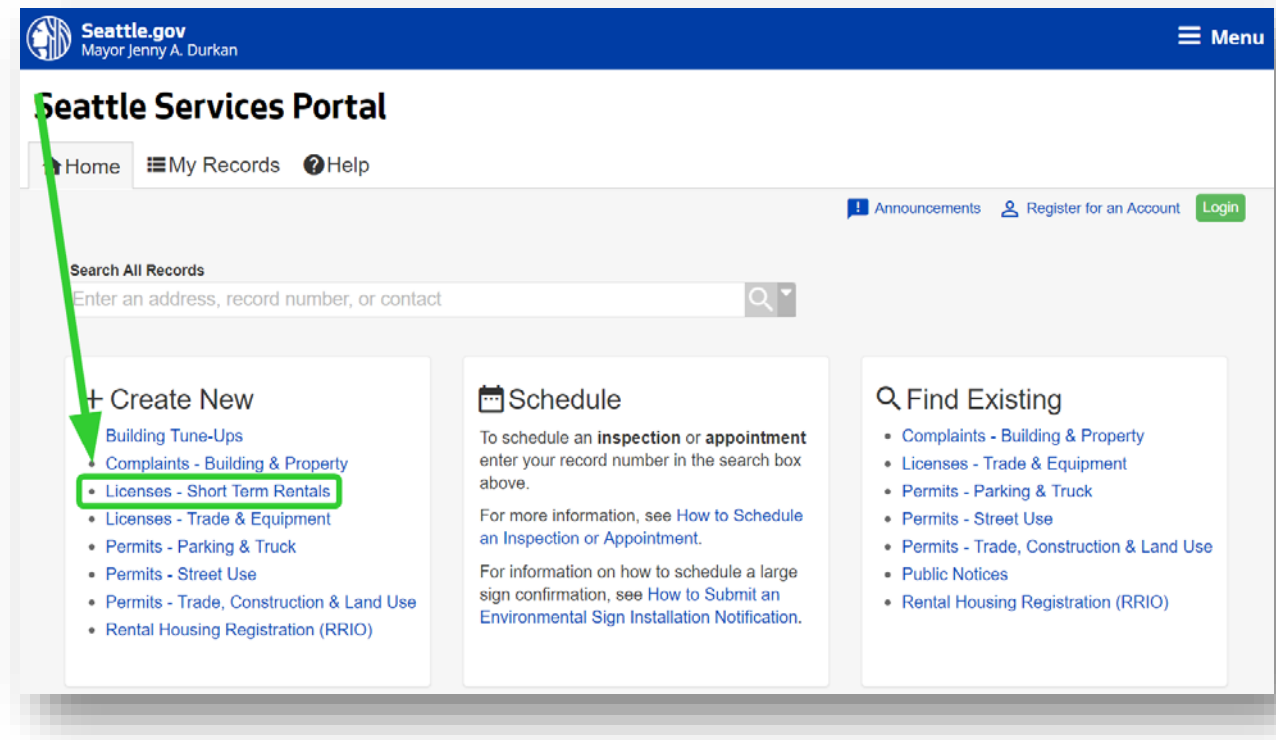


# How do I apply for a Bed and Breakfast Operator License?

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

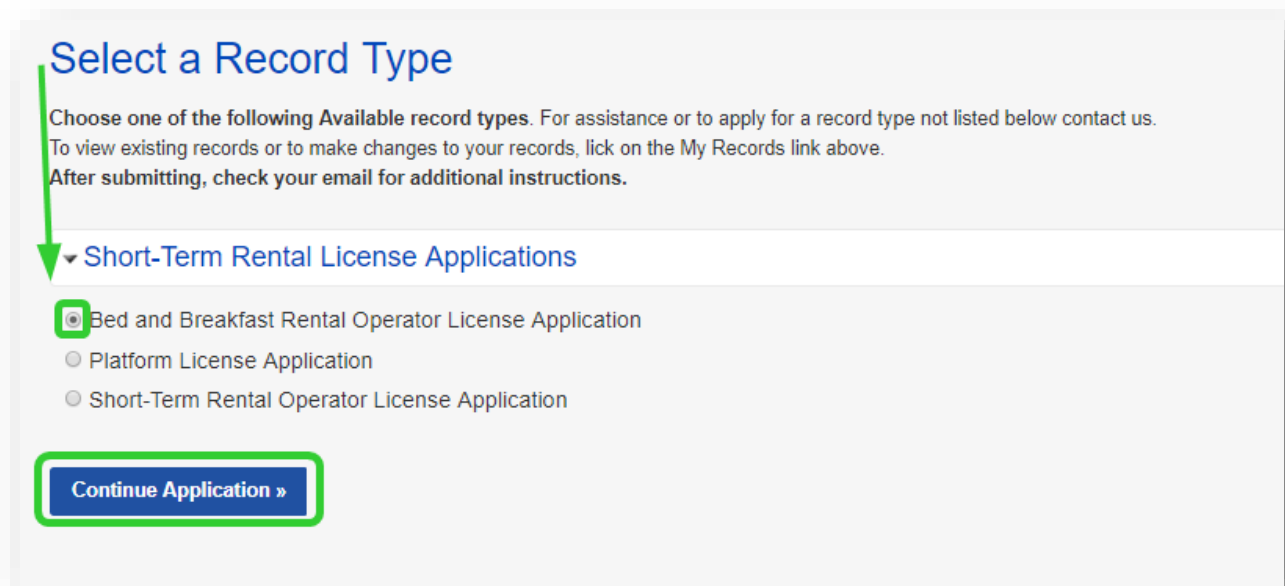
<https://cosaccela.seattle.gov>

1. **LOGIN:** to your account or see [How do I set up my Seattle Services Portal Account](#) in this document
2. **SELECT:** Licenses – Short Term Rentals



### 3. **SELECT:** Bed and Breakfast Rental Operator License Application

**CLICK:** Continue Application



## Select a Record Type

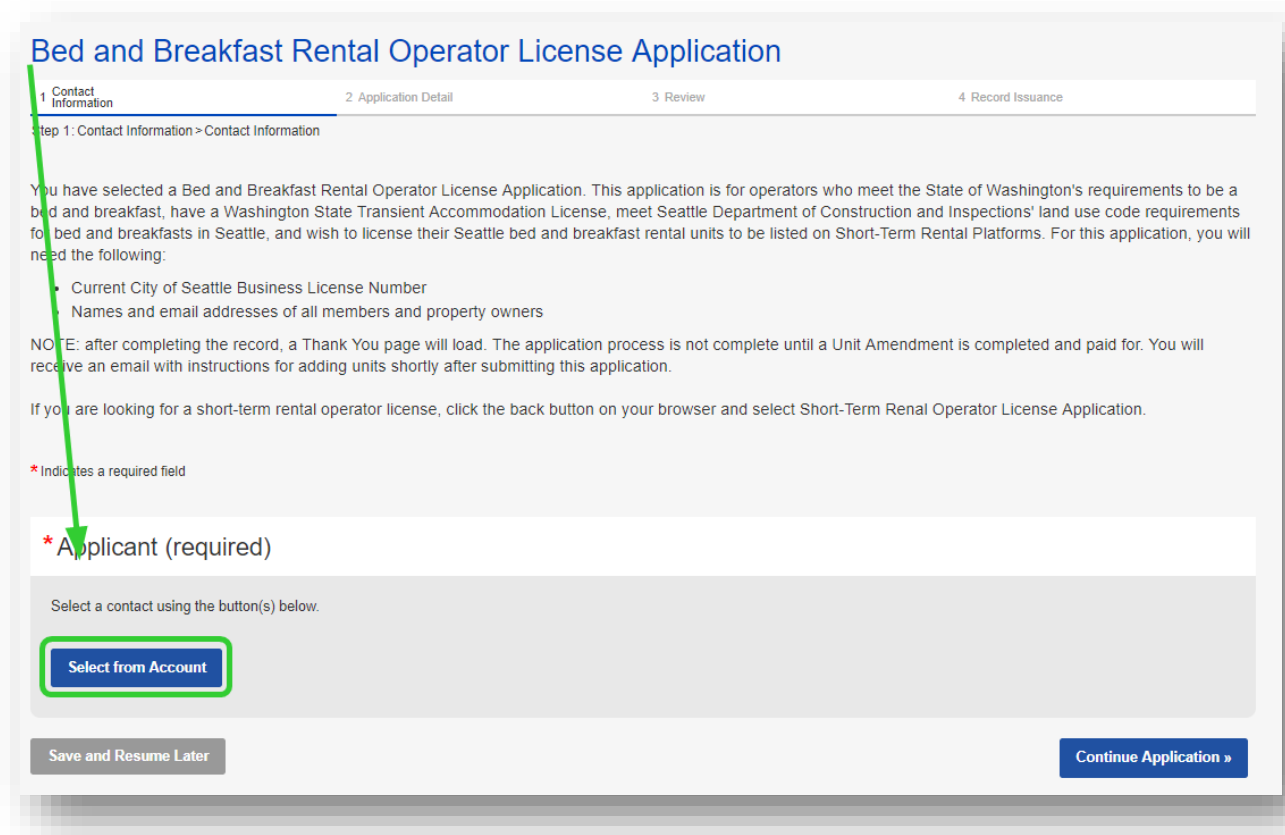
Choose one of the following **Available record types**. For assistance or to apply for a record type not listed below contact us.  
To view existing records or to make changes to your records, lick on the My Records link above.  
**After submitting, check your email for additional instructions.**

▼ Short-Term Rental License Applications

- ☒ Bed and Breakfast Rental Operator License Application
- ☐ Platform License Application
- ☐ Short-Term Rental Operator License Application

**Continue Application »**

### 4. **CLICK:** Select from Account



## Bed and Breakfast Rental Operator License Application

1 Contact Information    2 Application Detail    3 Review    4 Record Issuance

Step 1: Contact Information > Contact Information

You have selected a Bed and Breakfast Rental Operator License Application. This application is for 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, and wish to license their Seattle bed and breakfast rental units to be listed on Short-Term Rental Platforms. For this application, you will need the following:

- Current City of Seattle Business License Number
- Names and email addresses of all members and property owners

NOTE: after completing the record, a Thank You page will load. The application process is not complete until a Unit Amendment is completed and paid for. You will receive an email with instructions for adding units shortly after submitting this application.

If you are looking for a short-term rental operator license, click the back button on your browser and select Short-Term Renal Operator License Application.

\* Indicates a required field

\* **Applicant (required)**

Select a contact using the button(s) below.

**Select from Account**

**Save and Resume Later**    **Continue Application »**

## 5. **CLICK:** Continue Application

### Bed and Breakfast Rental Operator License Application

1 Contact Information

2 Application Detail

3 Review

4 Record Issuance

Step 1: Contact Information > Contact Information

You have selected a Bed and Breakfast Rental Operator License Application. This application is for 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, and wish to license their Seattle bed and breakfast rental units to be listed on Short-Term Rental Platforms. For this application, you will need the following:

- Current City of Seattle Business License Number
- Names and email addresses of all members and property owners

NOTE: after completing the record, a Thank You page will load. The application process is not complete until a Unit Amendment is completed and paid for. You will receive an email with instructions for adding units shortly after submitting this application.

If you are looking for a short-term rental operator license, click the back button on your browser and select Short-Term Rental Operator License Application.

\* Indicates a required field

\* Applicant (required)

Select a contact using the button(s) below.

✔ Contact added successfully.

Jade Marie Enterprises

Address: 123 Front St

SEATTLE, WA, 98021

Email: jade.redfield@seattle.gov

Primary Phone: (+1)573-493-0458

Secondary Phone:

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

**Bed and Breakfast Rental Operator License Application**

1 Contact Information      2 Application Detail      3 Review      4 Record Issuance

Step 2: Application Detail > Application Detail

\* Indicates a required field


### CITY BUSINESS LICENSE DETAILS

If you do not know your Customer Number, you can search for it at this website: <https://www.seattle.gov/licenses/find-a-business> If you have created a new, or updated an existing business license within the last 48 hours, those changes may not be reflected and will prevent you from completing this application; please click Save and Resume Later, and try again in 48 hours. If your business license is expired or currently has open obligations associated with it, go to FileLocal ([https://www.filelocal-wa.gov/Default\\_FileLocal.aspx](https://www.filelocal-wa.gov/Default_FileLocal.aspx)) to remedy the issue.

\* Business License/Customer Number:

Customer Number Status:

Does the account have unpaid balances and/or unfiled taxes?: ☐ Yes ☐ No

Open Date:  

## 7. CLICK: outside of the field

The other City Business License Details fields populate


### CITY BUSINESS LICENSE DETAILS


If you do not know your Customer Number, you can search for it at this website: <https://www.seattle.gov/licenses/find-a-business> If you have created a new, or updated an existing business license within the last 48 hours, those changes may not be reflected and will prevent you from completing this application; please click Save and Resume Later, and try again in 48 hours. If your business license is expired or currently has open obligations associated with it, go to FileLocal ([https://www.filelocal-wa.gov/Default\\_FileLocal.aspx](https://www.filelocal-wa.gov/Default_FileLocal.aspx)) to remedy the issue.

\* Business License/Customer Number:

Customer Number Status:

Does the account have unpaid balances and/or unfiled taxes?: ☐ Yes ☒ No

Open Date:  



8. **SCROLL DOWN:** to Member or Owner List

**CLICK:** Add a Row

MEMBER OR OWNER LIST

List all organization members or property owners. Note: if you are a tenant (only applicable in legacy downtown urban center), you do not have to list the property owner.

Showing 0-0 of 0

First Name	Last Name	Email Address
No records found.		

**Add a Row** | **Edit Selected** | **Delete Selected**

**Save and Resume Later** **Continue Application »**

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

**CLICK:** Submit

MEMBER LIST

List all organization members or property owners. Note: if you are a tenant (only applicable in legacy downtown urban center), you do not have to list the property owner.

\* 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

The screenshot shows a web application interface. At the top, there is a section for 'Customer Number Status' with a dropdown menu set to 'Active'. Below this, there is a question 'Does the account have unpaid balances and/or unfilled taxes?' with radio buttons for 'Yes' and 'No', where 'No' is selected. To the right of this is an 'Open Date' field with the date '07/15/2009' and a calendar icon. A green arrow points from the top left towards the bottom right, ending at the 'Continue Application' button. Below the status section is a section titled 'MEMBER OR OWNER LIST'. It contains a note: 'List 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.' Below the note, it says 'Showing 1-1 of 1'. There is a table with one row containing the following data: a checkbox, 'Jayne' (First Name), 'Dough' (Last Name), and 'Jayne@dough.co' (Email Address). To the right of the table is an 'Actions' dropdown menu. Below the table are three buttons: 'Add a Row', 'Edit Selected', and 'Delete Selected'. At the bottom left is a 'Save and Resume Later' button. At the bottom right is a 'Continue Application »' button, which is highlighted with a green rounded rectangle.

Customer Number Status: Active

Does the account have unpaid balances and/or unfilled taxes? ☐ Yes ☒ No

Open Date: 07/15/2009

### MEMBER OR OWNER LIST

List 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	
<input type="checkbox"/>	Jayne	Dough	Jayne@dough.co	Actions ▾

[Add a Row ▾](#) [Edit Selected](#) [Delete Selected](#)

[Save and Resume Later](#) [Continue Application »](#)

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

**CLICK**: Continue Application

**Bed and Breakfast Rental Operator License Application**

1 Contact Information    2 Application Detail    3 Review    4 Record Issuance

Step 3: Review

[Save and Resume Later](#) [Continue Application »](#)

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

**Record Type**

Bed and Breakfast Rental Operator License Application

**Applicant** [Edit](#)

Individual  
hi@hi.jade  
kaka  
SEATTLE, WA, 98148  
United States  
Primary Phone: (+1)504-643-5165  
Email: hi@jadehi.co

**CITY BUSINESS LICENSE DETAILS** [Edit](#)

Business License/Customer Number: 722502  
Customer Number Status: Active  
Does the account have unpaid balances and/or unfilled taxes?: No  
Open Date: 07/15/2009

**MEMBER OR OWNER LIST** [Edit](#)

First Name	Last Name	Email Address
Jayne	Dough	Jayne@dough.co

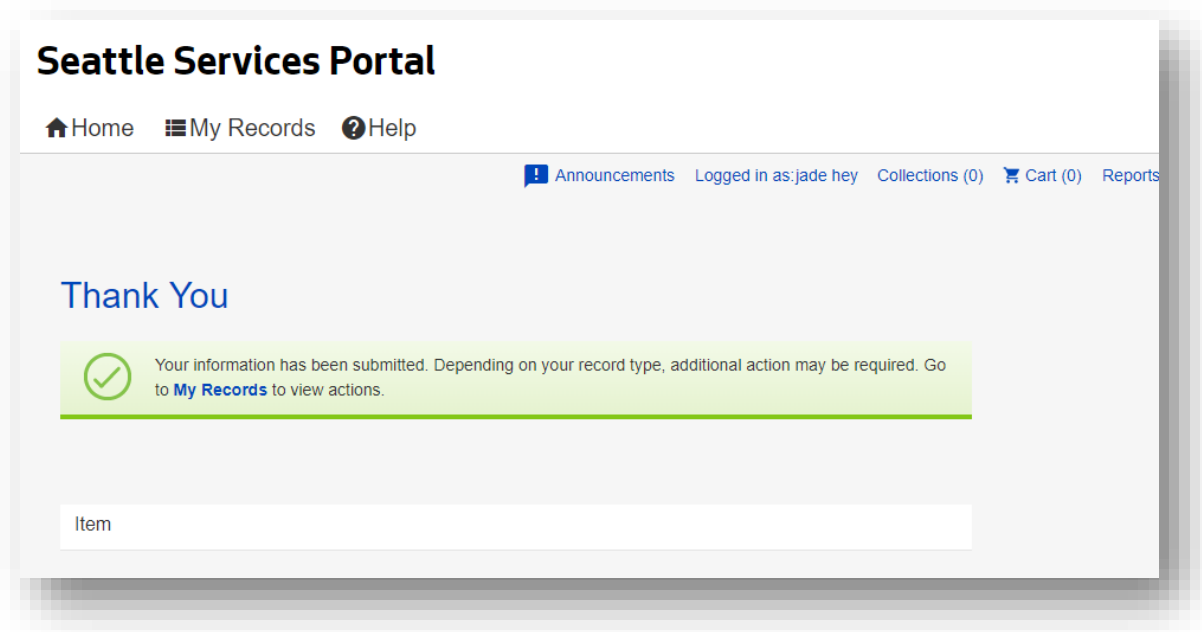
I agree that the information provided is true and correct, and agree that I am in compliance with [City of Seattle Ordinance 125490](#) and all associated Director's Rules.

☒ By checking this box, I agree to the above certification.

[Save and Resume Later](#) [Continue Application »](#)

## 11. A Thank You page loads

!!! YOUR APPLICATION IS NOT COMPLETE !!!



### 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

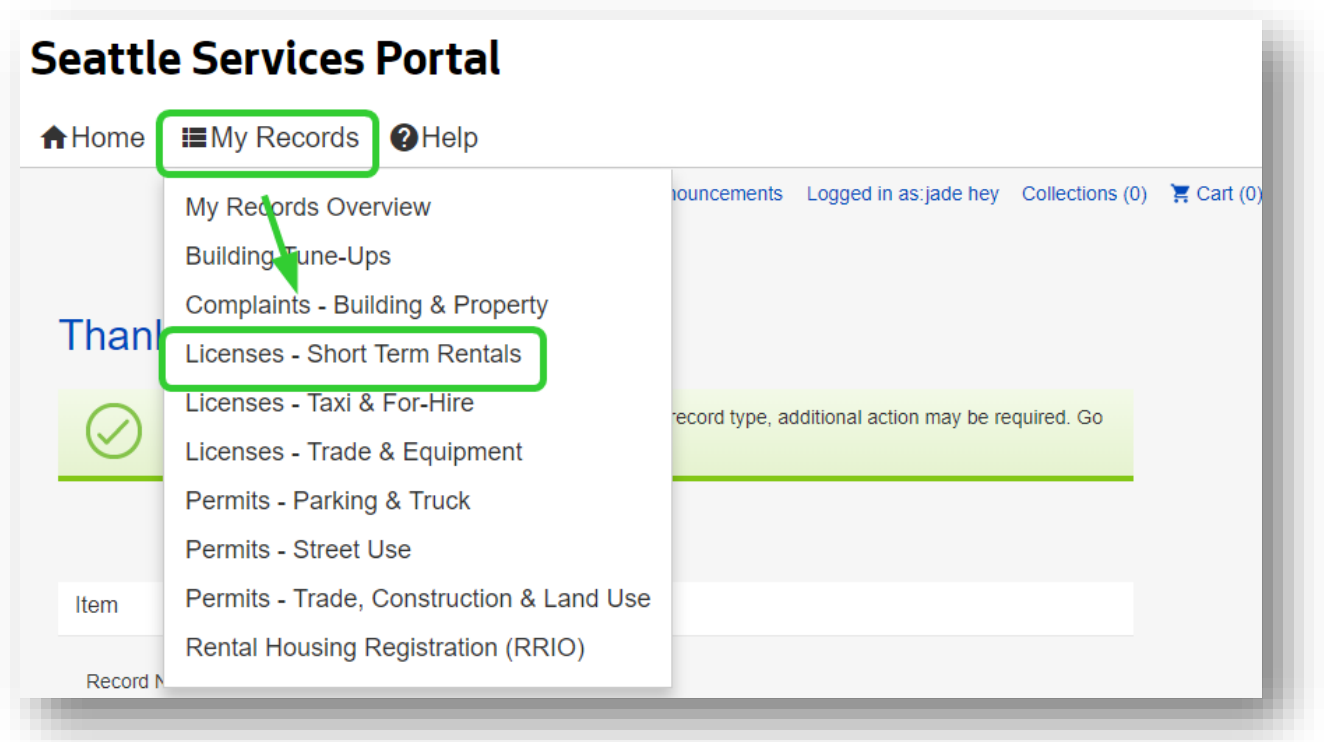


We sent an email to your members or property owners, if applicable, to let them know they were listed on your application

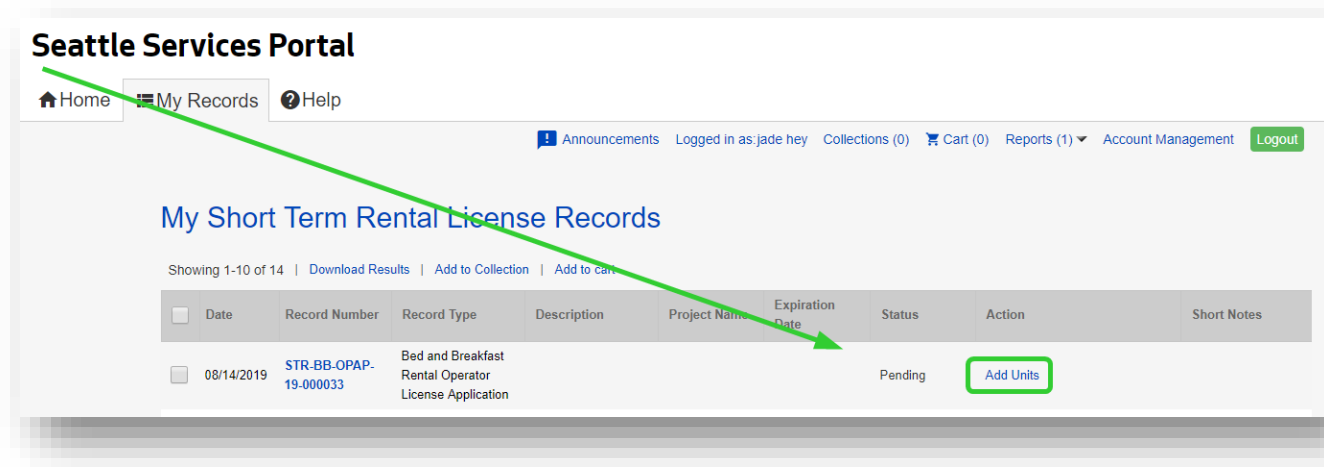


12. **CLICK:** on My Records

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



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



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

### Unit Amendment

1 Contact Information

2 Application Detail

3 Review

4 Pay Fees

5 Record Issuance

Step 1: Contact Information > Contact Information

This process is to add units to a license or license application or remove units. You will need the address(es) of the unit(s) you wish to operate in the City of Seattle. If you are registering units operated before September 30, 2017, enter those units first. The first unit you enter will determine your legacy region.

For more information about legacy regions, see this article: <https://seattlegov.zendesk.com/hc/en-us/articles/360026668314-About-Legacy-Zones>. For legacy units, you will also be required to upload a Rental Registry of the nights the unit was booked in the 12-month period prior to September 30, 2017

If you are listing a unit as a primary property, you may have to provide documentation proving the address is your primary residence.

If you are listing a unit as a secondary property, you will first need to register with Rental Registration & Inspection Ordinance (RRIO). You will need the RRIO registration number to complete this application.

To register with RRIO, return to the home page of the Seattle Services Portal, locate the Create New section, and select "Rental Housing Registration (RRIO)."

If you are registering units that meet the State of Washington's requirements to be a bed and breakfast, you will need a copy of your Washington State Transient Accommodation License for upload, and the license number for each property.

\* Indicates a required field

#### Applicant

The contact below is as currently listed on the parent license or application record.

**jade hey**

**Address:** 123 front st  
SEATTLE, WA, 98372  
**Email:** hey@jade.com  
**Primary Phone:** (+1)374-859-5934  
**Secondary Phone:**

Save and Resume Later

Continue Application »

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

**CLICK:** Add Unit

**Unit Amendment**

1 Contact Information   2 Application Detail   3 Review   4 Pay Fees   5 Record Issuance

Step 2: Application Detail > Application Detail

This process is to add units to a license or license application or remove units. You will need the address(es) of the unit(s) you wish to operate in the City of Seattle. If you are registering units operated before September 30, 2017, enter those units first. The first unit you enter will determine your legacy region.

For more information about legacy regions, see this article: <https://seattlegov.zendesk.com/hc/en-us/articles/360026668314-About-Legacy-Zones>. For legacy units, you will also be required to upload a Rental Registry of the nights the unit was booked in the 12-month period prior to September 30, 2017.

If you are listing a unit as a primary property, you may have to provide documentation proving the address is your primary residence.

If you are listing a unit as a secondary property, you will first need to register with Rental Registration & Inspection Ordinance (RRIO). You will need the RRIO registration number to complete this application.

To register with RRIO, return to the home page of the Seattle Services Portal, locate the Create New section, and select "Rental Housing Registration (RRIO)."

If you are registering units that meet the State of Washington's requirements to be a bed and breakfast, you will need a copy of your Washington State Transient Accommodation License for upload, and the license number for each property.

\* Indicates a required field

### Unit Management

If you are registering units that were in operation before September 30, 2019, please enter those units first. The first unit you enter will determine your primary region.

**DO NOT** click the checkbox in the "Remove" column unless you wish to delete/remove the unit from the application/license.

Details	Remove	Unit Record ID	Address	Description	Registered Date	Status	Type
<input type="checkbox"/>	<input type="checkbox"/>						

Please click the Submit Units button once you have finished entering your units. By clicking the Submit Units button, you attest that the unit information entered is true and correct.

16. **ENTER:** the unit address

**CLICK:** Search Address

Street Number   Street Prefix   Street Name   Street Type   Street Suffix

700   ▼   5th   AVE   ▼

17. **SELECT:** the correct address

**CLICK:** Select Address

Street Number: 700, Street Prefix: [dropdown], Street Name: 5th, Street Type: AVE, Street Suffix: [dropdown]. Buttons: Clear Address, Search Address.

Address list:

- ☒ 700 5th Ave, Seattle, Washington, 98104
- ☐ 700 5th Ave N, Seattle, Washington, 98109
- ☐ 700 5th Ave S, Seattle, Washington, 98104
- ☐ 700 5th Ave W, Seattle, Washington, 98119

Select Address button.

18. **ENTER:** the required information

NOTE: New fields may appear depending on your selections

Street Number: 700, Street Prefix: [dropdown], Street Name: 5th, Street Type: AVE, Street Suffix: [dropdown]. Button: Clear Address.

Unit Record ID

Region: Downtown Urban Center, Type: BB, Property Type: [dropdown], Unit Number (if there is no unit number enter NA): [text], Description: [text area]

Primary Residence: ☒ Yes ☐ No

Number of Bedrooms: [text]

I certify that I am the owner of this unit: ☒ Yes ☐ No

Washington State Transient Accommodation: [text]

\* Please upload the document 'Washington State Transient Accommodation License' for this unit

Select Document Category: Washington State Transient Accommodation License

Choose File (disabled), No file chosen, Upload

Uploaded Documents:

Verify Unit, Cancel

## 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

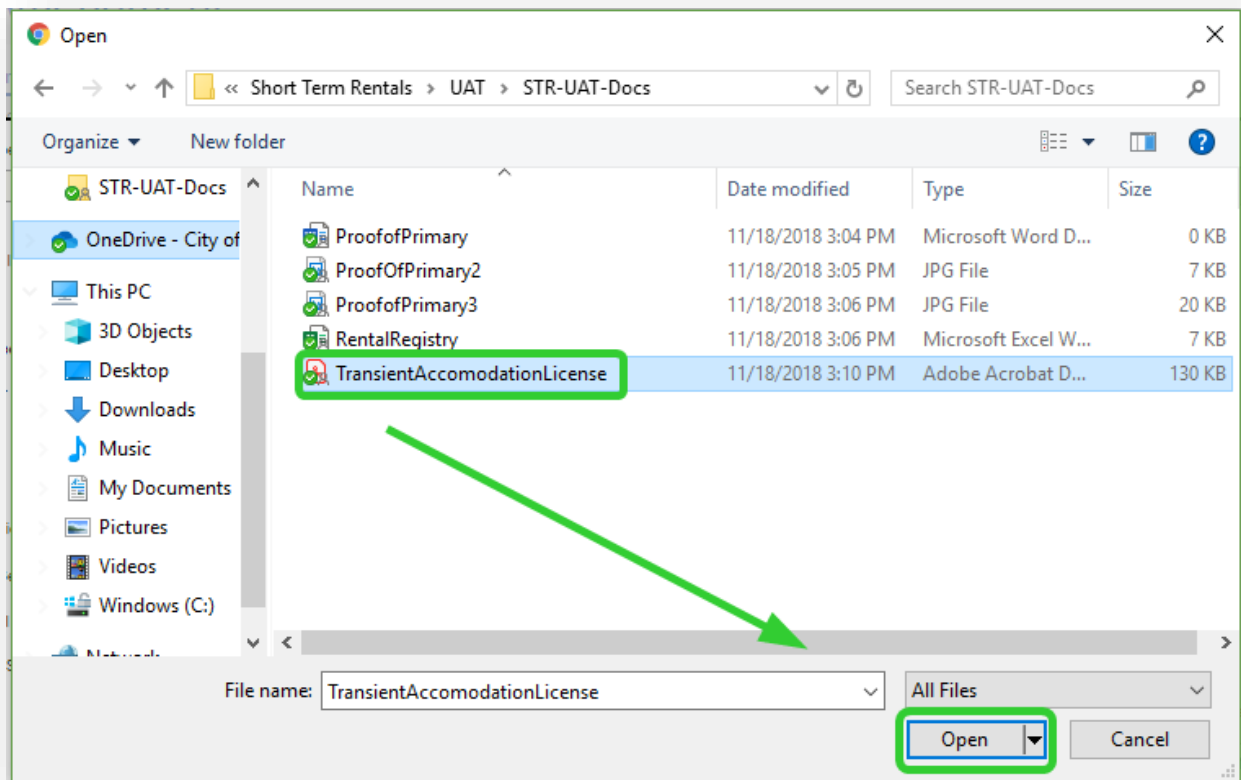
The screenshot shows a web form titled "Step 2: Application Details Application Data". The form contains several sections for data entry:

- Address Section:** Includes fields for Street Number (700), Street Prefix (dropdown), Street Name (5th), Street Type (AVE), and Street Suffix (dropdown). A "Clear Address" button is on the right.
- Unit Information Section:** Includes Unit Record ID, Region, Type, Property Type (Condo), and Unit Number (123456).
- Description Section:** A text area containing "The unit with the red door."
- Primary Residence Section:** Radio buttons for "Yes" and "No".
- Number of Bedrooms Section:** A text field containing "4".
- Owner Certification Section:** Radio buttons for "Yes" and "No" with the text "I certify that I am the owner of this unit".
- Washington State Transient Accommodation Section:** A text field containing "123-A705".
- Document Upload Section:** Located at the bottom right, it includes a red instruction: "\* Please upload the document 'Washington State Transient Accommodation License' for this unit". Below this is a "Select Document Category" dropdown menu set to "Washington State Transient Accommodation License". A "Choose File" button is highlighted with a green circle and a green arrow. Other buttons in this section include "No file chosen", "Upload", "Verify Unit", and "Cancel".

**NAVIGATE:** to the correct file

**SELECT:** the file

**CLICK:** Open

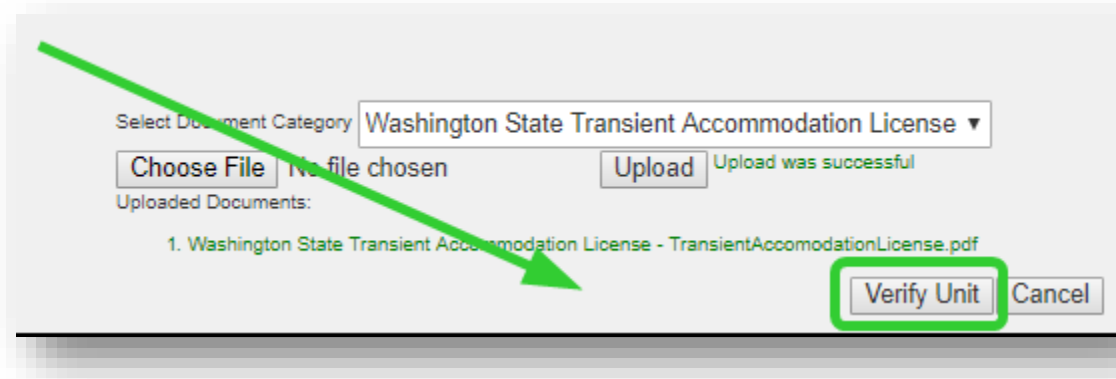


**CLICK:** Upload

The screenshot shows a web form for unit registration. The form includes fields for Street Number (700), Street Prefix (5th), Street Name (5th), Street Type (AVE), and Street Suffix. Other fields include Unit Record ID, Region (Downtown Urban Center), Property Type (Condo), Unit Number (123456), Description (The unit with the red door.), Primary Residence (Yes/No), Number of Bedrooms (4), I certify that I am the owner of this unit (Yes/No), and Washington State Transient Accommodation (123-A705). A red asterisk indicates a required upload: '\* Please upload the document 'Washington State Transient Accommodation License' for this unit'. Below this, there is a 'Select Document Category' dropdown set to 'Washington State Transient Accommodation License'. The 'Choose File' button is highlighted with a green box, and a green arrow points from it to the 'Upload' button, which is also highlighted with a green box. The 'Upload' button is located next to the file name 'TransientAcc...License.pdf' in the 'Uploaded Documents' section.

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

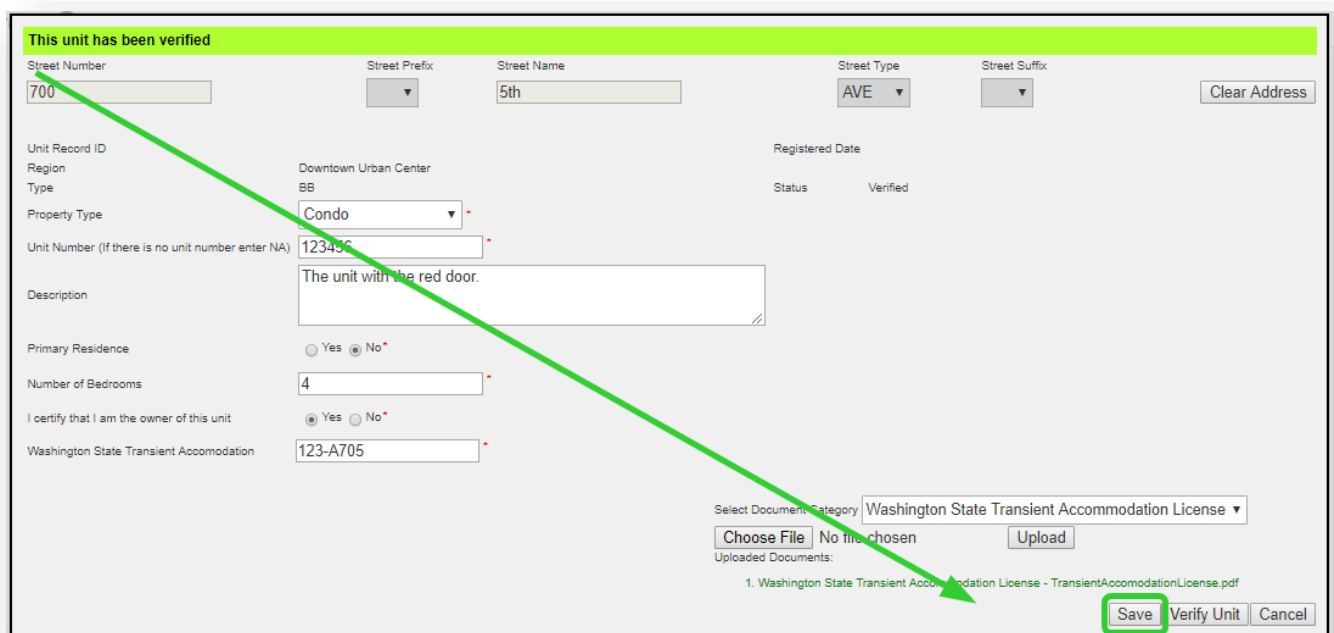
**CLICK:** Verify Unit



This screenshot shows the document upload section of a form. At the top, there is a dropdown menu labeled "Select Document Category" with "Washington State Transient Accommodation License" selected. Below this are two buttons: "Choose File" and "Upload". The "Choose File" button is disabled and shows "No file chosen". The "Upload" button is active and shows "Upload was successful". Below the buttons, it says "Uploaded Documents:" followed by a list: "1. Washington State Transient Accommodation License - TransientAccommodationLicense.pdf". A green arrow points from the "Verify Unit" button, which is highlighted with a green box, to the document list.

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

**CLICK:** Save



This screenshot shows the unit verification section of a form. At the top, a green banner reads "This unit has been verified". Below this are several input fields: "Street Number" (700), "Street Prefix" (dropdown), "Street Name" (5th), "Street Type" (AVE), and "Street Suffix" (dropdown). There is a "Clear Address" button. Below these are fields for "Unit Record ID", "Region" (Downtown Urban Center), "Type" (BB), "Property Type" (Condo), "Unit Number" (123456), "Description" (The unit with the red door.), "Primary Residence" (radio buttons for Yes/No), "Number of Bedrooms" (4), "I certify that I am the owner of this unit" (radio buttons for Yes/No), and "Washington State Transient Accommodation" (123-A705). At the bottom right, there is a "Select Document Category" dropdown (Washington State Transient Accommodation License), "Choose File" and "Upload" buttons, and a list of uploaded documents: "1. Washington State Transient Accommodation License - TransientAccommodationLicense.pdf". A green arrow points from the "Save" button, which is highlighted with a green box, to the document list.

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

## 21. **CLICK:** Submit Units

### **CLICK:** Continue Application

**Unit Amendment**

1 Contact Information   2 Application Detail   3 Review   4 Pay Fees   5 Record Issuance

Step 2: Application Detail > Application Detail

This process is to add units to a license or license application or remove units. You will need the address(es) of the unit(s) you wish to operate in the City of Seattle. If you are registering units operated before September 30, 2017, enter those units first. The first unit you enter will determine your legacy region.

For more information about legacy regions, see this article: <https://seattlegov.zendesk.com/hc/en-us/articles/360026668314-About-Legacy-Zones>. For legacy units, you will also be required to upload a Rental Registry of the nights the unit was booked in the 12-month period prior to September 30, 2017.

If you are listing a unit as a primary property, you may have to provide documentation proving the address is your primary residence.

If you are listing a unit as a secondary property, you will first need to register with Rental Registration & Inspection Ordinance (RRIO). You will need the RRIO registration number to complete this application.

To register with RRIO, return to the home page of the Seattle Services Portal, locate the Create New section, and select "Rental Housing Registration (RRIO)."

If you are registering units that meet the State of Washington's requirements to be a bed and breakfast, you will need a copy of your Washington State Transient Accommodation License for upload, and the license number for each property.

\* Indicates a required field

### Unit Management

If you are registering units that were in operation before September 30, 2019, please enter those units first. The first unit you enter will determine your primary region.  
DO NOT click the checkbox in the "Remove" column unless you wish to delete/remove the unit from the application/license.

Details	Remove	Unit Record ID	Address	Description	Registered Date	Status	Type
<input type="checkbox"/>	<input type="checkbox"/>		123456 - 700 5th AVE	The unit with the red door.	08/14/2019	Verified	BB

     Submission completed successfully

### 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

Unit Amendment

1 Contact Information 2 Application Detail 3 Review 4 Pay Fees 5 Record Issuance

Step 3: Review

Save and Resume Later Continue Application »

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

Record Type

Unit Amendment

Applicant Edit

Individual  
Jade hey  
123 front st  
SEATTLE, WA, 98372  
United States  
Primary Phone:(+1)374-859-5934  
Email:hey@jade.com

I agree that the information provided is true and correct, and agree that I am in compliance with City of Seattle Ordinance 125490 and all associated Director's Rules.

☒ By checking this box, I agree to the above certification. Date:

Save and Resume Later Continue Application »

## 23. CLICK: Check Out

Unit Amendment

1 Contact Information 2 Application Detail 3 Review 4 Pay Fees 5 Record Issuance

Step 4: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
B&B Operator License Fee	1	\$75.00

TOTAL FEES: \$75.00

Note: This does not include additional inspection fees which may be assessed later.

Check Out »

## 24. **CLICK:** Check Out

**Cart**

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 clicking on Edit Cart and removing the items you don't want to pay now.

If you plan to pay by check, see [How Do I Pay by Check?](#) for further instructions.

If somebody else is responsible for paying fees, see [How to Pay Fees](#).

**PAY NOW**

No Address

1 Application(s) | \$75.00  
Unit Amendment  
TMP-010448

Total due: \$75.00

**\$75.00**

**Checkout »**    Edit Cart »    Back to Home »

Please wait...



After you click **Submit Payment**, there are **several processes** happening behind the scenes. Please be **patient** while the page **loads**.

## 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.

Payment Options \* Indicates a required field.

Amount to be charged: \$75.00

\* Pay with Credit Card

**Credit Card Information:**

\* Card Type: --Select--    \* Card Number: No dashes or spaces    \* Security Code: [ ]

\* Name on Card: [ ]    \* Expiration Date: 01/2019 12/2019

**Credit Card Holder Information:**

☐ Auto-fill with [jade hey]

Country: United States

\* Street Address: [ ]

\* City: [ ]    \* State: [ ]    \* Zip: [ ]

\* Phone: (+1) [ ] [ ] [ ] [ ] [ ] [ ]

Email: [ ]

**Submit Payment »**

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

## Thank You



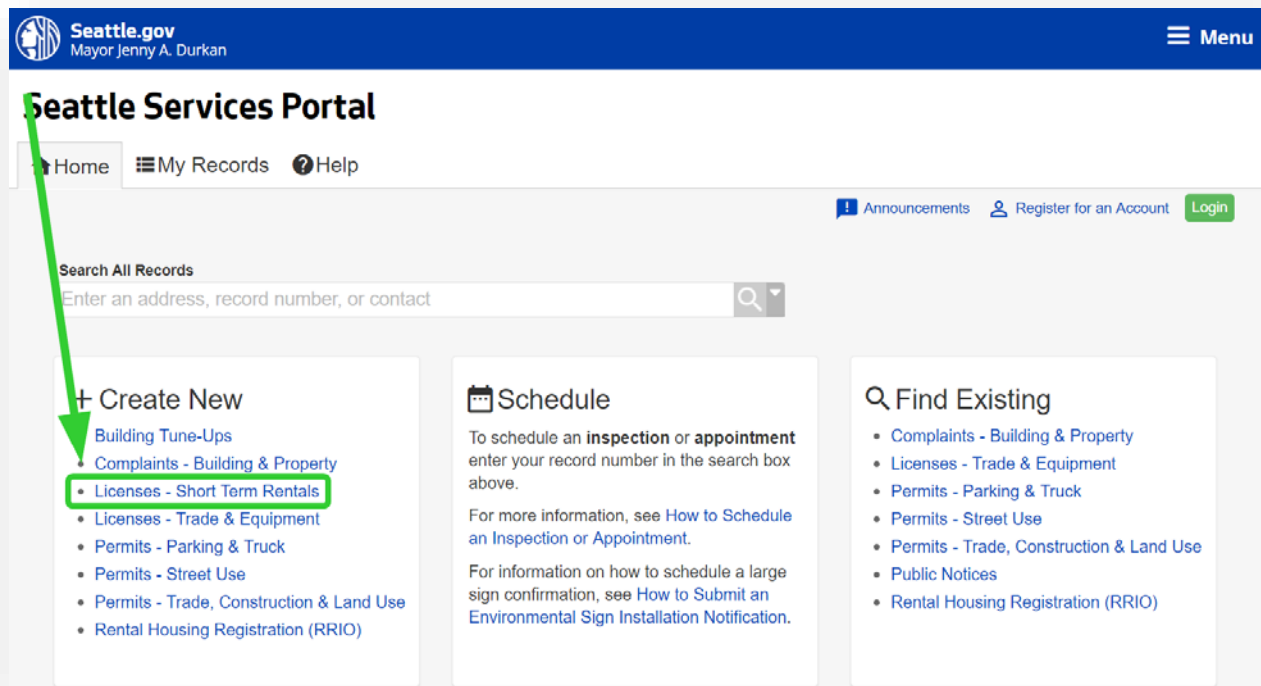
Your information has been submitted. Depending on your record type, additional action may be required. Go to [My Records](#) to view actions and check your email for additional instructions.

# How do I apply for a Platform License?

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

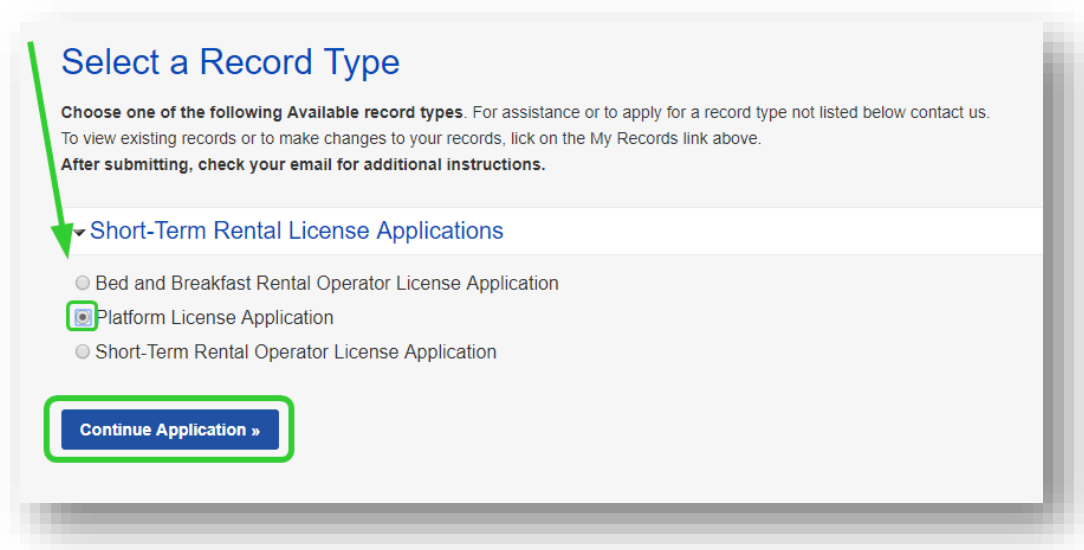
<https://cosaccela.seattle.gov>

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



### 3. **SELECT:** Platform License Application

**CLICK:** Continue Application



### Select a Record Type

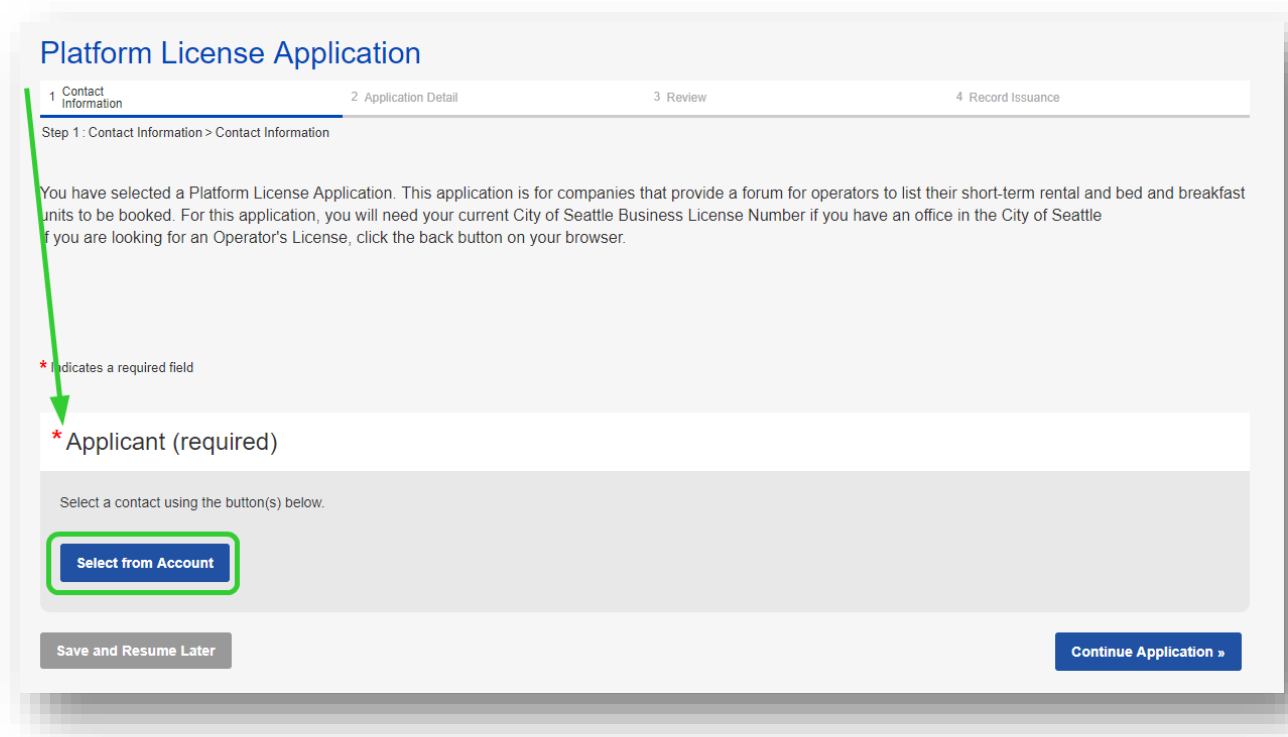
Choose one of the following Available record types. For assistance or to apply for a record type not listed below contact us.  
To view existing records or to make changes to your records, click on the My Records link above.  
After submitting, check your email for additional instructions.

▼ Short-Term Rental License Applications

- ☐ Bed and Breakfast Rental Operator License Application
- ☒ Platform License Application
- ☐ Short-Term Rental Operator License Application

**Continue Application »**

### 4. **CLICK:** Select from Account



### Platform License Application

1 Contact Information    2 Application Detail    3 Review    4 Record Issuance

Step 1 : Contact Information > Contact Information

You have selected a Platform License Application. This application is for companies 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  
If you are looking for an Operator's License, click the back button on your browser.

\* Indicates a required field

\* Applicant (required)

Select a contact using the button(s) below.

**Select from Account**

Save and Resume Later    **Continue Application »**

## 5. **CLICK:** Continue Application

**Platform License Application**

1 Contact Information    2 Application Detail    3 Review    4 Record Issuance

Step 1 : Contact Information > Contact Information

You have selected a Platform License Application. This application is for companies 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. If you are looking for an Operator's License, click the back button on your browser.

\* Indicates a required field

**\* Applicant (required)**

Select a contact using the button(s) below.

✔ Contact added successfully.

**jade hey**

**Address:** 123 front st  
SEATTLE, WA, 98372  
**Email:** hey@jade.com  
**Primary Phone:** (+1)374-859-5934  
**Secondary Phone:**

[Remove](#)

[Save and Resume Later](#)    [Continue Application »](#)

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

**Platform License Application**

1 Contact Information    2 Application Detail    3 Review    4 Record Issuance

Step 2 : Application Detail > Application Detail

\* Indicates a required field

**LOCATION INFO**

\* Do you have an Office in the City of Seattle?: ☒ Yes ☐ No

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

**CLICK:** Search

Address

If you have an office in the City of Seattle please enter the address.

* Number:	Prefix:	* Street Name:	Type:	Suffix:	Unit No.:
700	--Select--	5th	AVE	--Select--	

**Search** Clear

**SELECT:** the correct address

**CLICK:** Select

**Address Search Result List** x

Addresses

Showing 1-3 of 3

Address	City	State	Zip
<input type="radio"/> 700 5TH AVE N	SEATTLE	WA	98109
<input type="radio"/> 700 5TH AVE S	SEATTLE	WA	98104
<input checked="" type="radio"/> 700 5TH AVE	SEATTLE	WA	98104

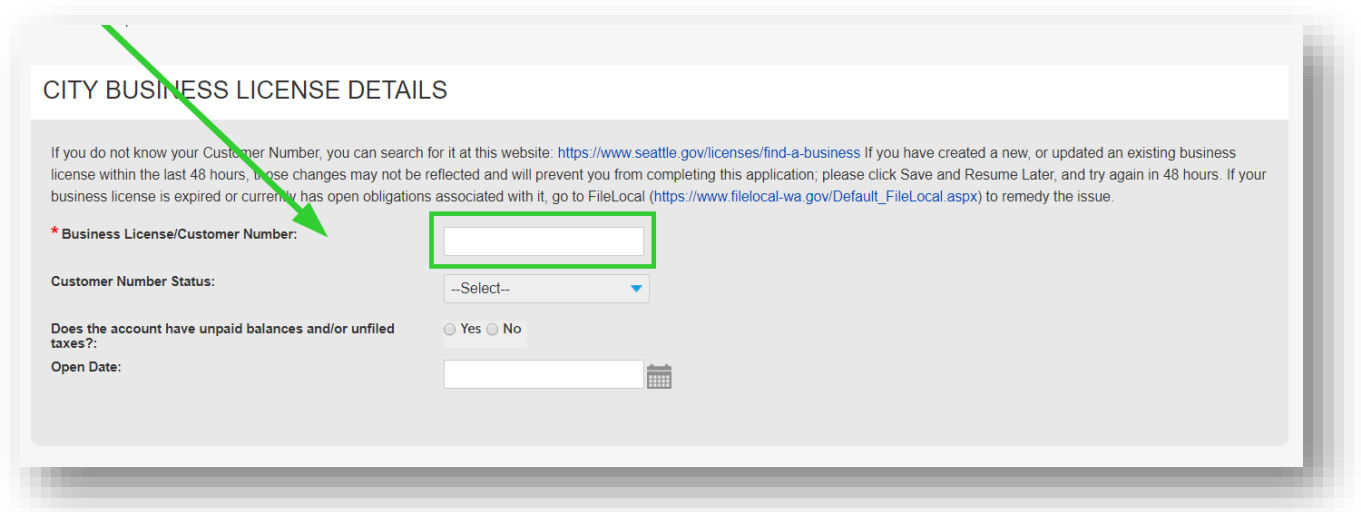
Associated Parcels

Showing 1-1 of 1

Parcel Number	Lot	Block	Subdivision
<input checked="" type="radio"/> DV0029582			

**Select** Cancel

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




**CITY BUSINESS LICENSE DETAILS**

If you do not know your Customer Number, you can search for it at this website: <https://www.seattle.gov/licenses/find-a-business> If you have created a new, or updated an existing business license within the last 48 hours, those changes may not be reflected and will prevent you from completing this application; please click Save and Resume Later, and try again in 48 hours. If your business license is expired or currently has open obligations associated with it, go to FileLocal ([https://www.filelocal-wa.gov/Default\\_FileLocal.aspx](https://www.filelocal-wa.gov/Default_FileLocal.aspx)) to remedy the issue.

\* Business License/Customer Number:

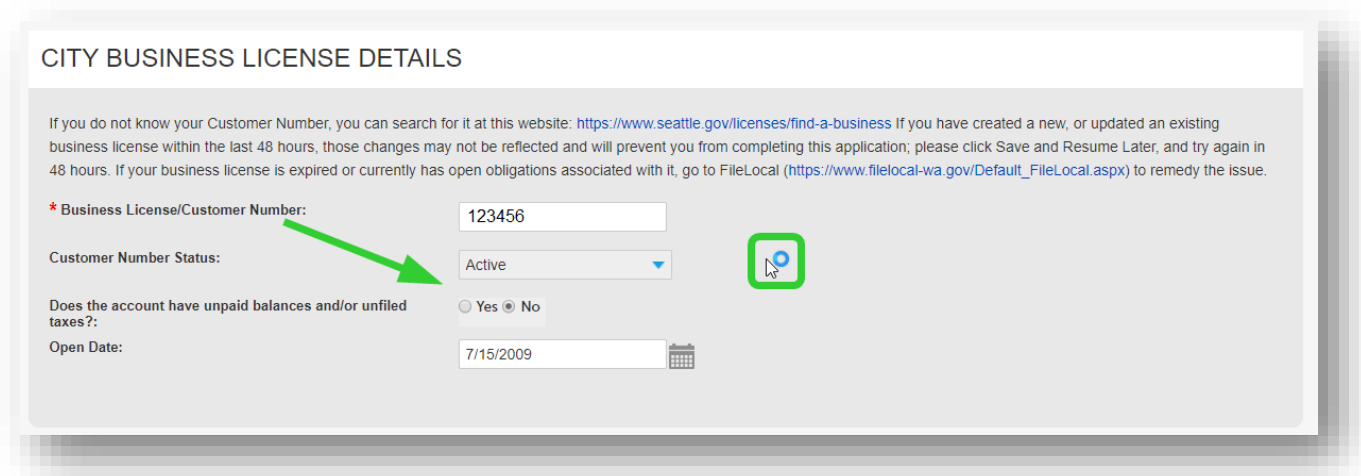
Customer Number Status:

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




**CITY BUSINESS LICENSE DETAILS**

If you do not know your Customer Number, you can search for it at this website: <https://www.seattle.gov/licenses/find-a-business> If you have created a new, or updated an existing business license within the last 48 hours, those changes may not be reflected and will prevent you from completing this application; please click Save and Resume Later, and try again in 48 hours. If your business license is expired or currently has open obligations associated with it, go to FileLocal ([https://www.filelocal-wa.gov/Default\\_FileLocal.aspx](https://www.filelocal-wa.gov/Default_FileLocal.aspx)) to remedy the issue.

\* Business License/Customer Number:

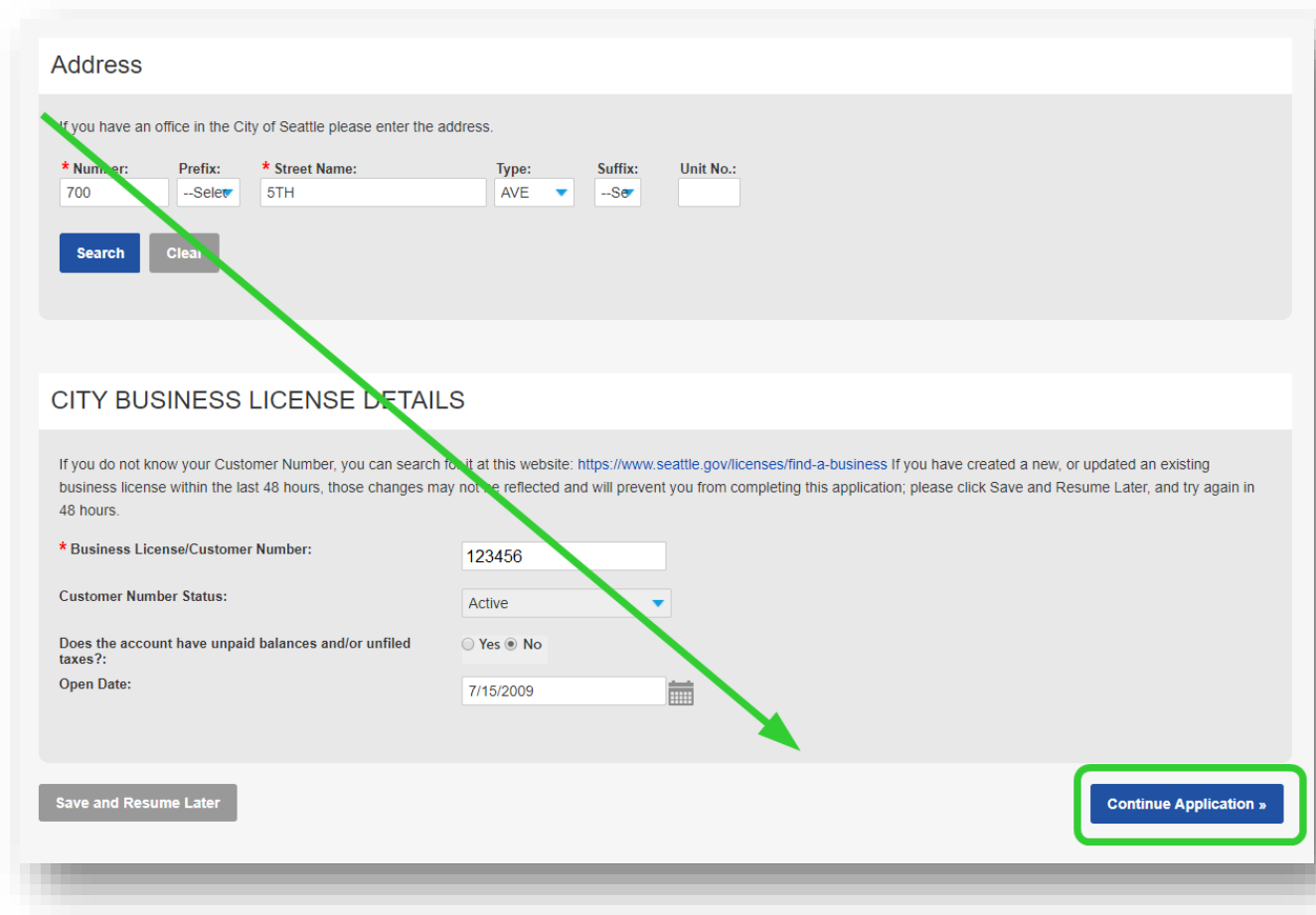
Customer Number Status:

Does the account have unpaid balances and/or unfiled taxes?: ☐ Yes ☒ No

Open Date:  



## 6. **CLICK:** Continue Application



**Address**

If you have an office in the City of Seattle please enter the address.

\* Number: 700 Prefix: --Select-- \* Street Name: 5TH Type: AVE Suffix: --Select-- Unit No.:

**Search** **Clear**

**CITY BUSINESS LICENSE DETAILS**

If you do not know your Customer Number, you can search for it at this website: <https://www.seattle.gov/licenses/find-a-business> If you have created a new, or updated an existing business license within the last 48 hours, those changes may not be reflected and will prevent you from completing this application; please click Save and Resume Later, and try again in 48 hours.

\* Business License/Customer Number: 123456

Customer Number Status: Active

Does the account have unpaid balances and/or unfilled 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

### Platform License Application

1 Contact Information

2 Application Detail

3 Review

4 Record Issuance

Step 3: Review

Save and Resume Later

Continue Application »

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

Record Type

Platform License Application

Applicant

Edit

Individual

De hey

123 front st

SEATTLE, WA, 98372

United States

Primary Phone:(+1)374-859-5934

Email:hey@jade.com

LOCATION INFO

Edit

Do you have an Office in the City of Seattle?: Yes

Address

Edit

701 6TH AVE

Low Income Address: Yes

Zone ID: 10

Zone Description: FIRST HILL

CITY BUSINESS LICENSE DETAILS

Edit

Business License/Customer Number: 722502

Customer Number Status: Active

Does the account have unpaid balances and/or unfilled taxes?: No

Expiration Date: 07/15/2009

I agree that the information provided is true and correct, and agree that I am in compliance with [City of Seattle Ordinance 125490](#) and all associated [Director's Rules](#).

☒ Check this box to confirm your compliance with City of Seattle requirements and the above certification.

Date:

Save and Resume Later

Continue Application »

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

## Thank You



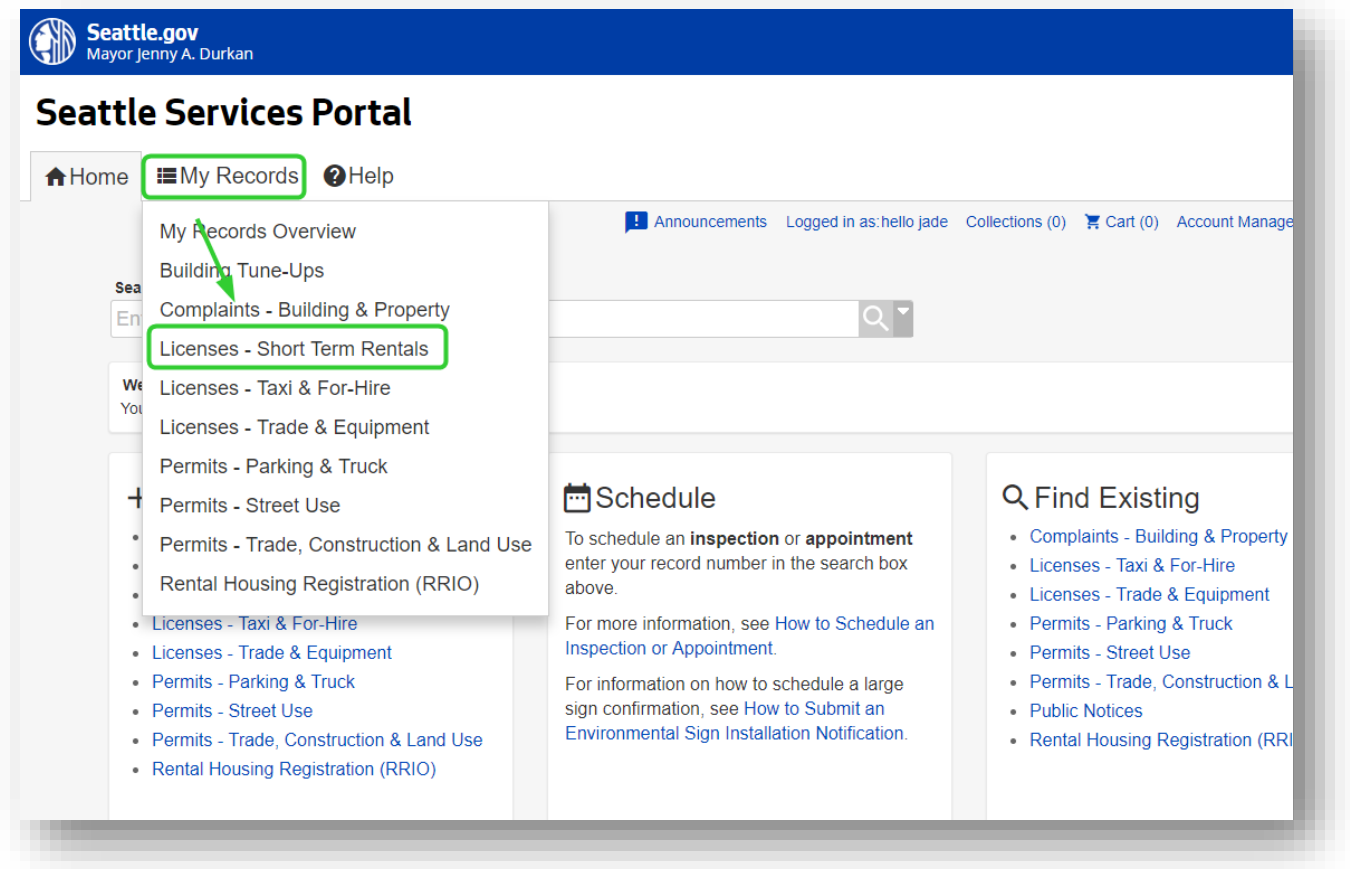
Your information has been submitted. Depending on your record type, additional action may be required. Go to [My Records](#) to view actions and check your email for additional instructions.

# 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



3. **LOCATE:** your Short-Term Rental Operator License

**CLICK:** Add/Edit Units or Manage License

The screenshot shows a table titled "My Short Term Rental License Records". A green arrow points from the top left to the record with ID "STR-OPLI-19-000182". A green dotted box highlights the "Short-Term Rental Operator License" description for this record. A green arrow points from this box to a button labeled "Add/Edit Units or Manage License".

Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action
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	STR-OPLA-19-000025	Operator License Amendment					
07/17/2019	STR-STUN-19-000095	Short-Term Rental Unit		Short-Term Rental Unit		Active	
07/18/2019	STR-STUN-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	Active	<a href="#">Add/Edit Units or Manage License</a>

4. **SELECT:** Operator License Amendment

**CLICK:** Continue Application

The screenshot shows a form titled "Select an Amendment Type". It has two radio buttons: "Operator License Amendment" (selected) and "Unit Amendment". A green box highlights the "Operator License Amendment" radio button. Below the radio buttons is a blue button labeled "Continue Application »".

Select an Amendment Type

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 »](#)

## 5. **CLICK:** Continue Application

**Operator License Amendment**

1 Contact Information    2 Application Detail    3 Member Detail    4 Review    5 Record Issuance

Step 1: Contact Information > Contact Information

This process is to cancel a license or make changes to members, property owners or spouses.

\* Indicates a required field

**Applicant**

The contact below is as currently listed on the parent license or application record.

**jade hey**  
**Address:** 123 front st  
SEATTLE, WA, 98372  
**Email:** hey@jade.com  
**Primary Phone:** (+1)374-859-5934  
**Secondary Phone:**

[Save and Resume Later](#)    [Continue Application »](#)

## 6. **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

The screenshot shows the 'Operator License Amendment' application form, specifically Step 2: Application Detail. The form is divided into two main sections: 'LICENSE AMENDMENT INFO' and 'SPOUSE INFORMATION'. In the 'LICENSE AMENDMENT INFO' section, there are three questions with radio button options: 'Would you like to Cancel your License?:', 'Would you like to remove your Spouse?:', and 'Would you like to add a Spouse?'. The 'No' option for the first two questions and the 'Yes' option for the third are highlighted with green boxes. The 'SPOUSE INFORMATION' section contains a question 'Are you married?:' with 'Yes' and 'No' radio buttons, and three text input fields for 'Spouse First Name', 'Spouse Last Name', and 'Spouse Email'. The 'Yes' radio button and the three input fields are highlighted with a green box. A green arrow points from this box to the 'Continue Application »' button at the bottom right. The 'Save and Resume Later' button is located at the bottom left. The form also includes a progress bar at the top with five steps: 1 Contact Information, 2 Application Detail (current), 3 Member Detail, 4 Review, and 5 Record Issuance.

**Operator License Amendment**

1 Contact Information 2 Application Detail 3 Member Detail 4 Review 5 Record Issuance

Step 2 : Application Detail > Application Detail

\* Indicates a required field

**LICENSE AMENDMENT INFO**

\* Would you like to Cancel your License?: ☐ Yes ☒ No

\* Would you like to remove your Spouse?: ☐ Yes ☒ No

\* Would you like to add a Spouse?: ☒ Yes ☐ No

**SPOUSE INFORMATION**

Are you married?: ☒ Yes ☐ No

\* Spouse First Name:

\* Spouse Last Name:

\* Spouse Email:

Save and Resume Later [Continue Application »](#)

## 7. **CLICK:** Continue Application

**Operator License Amendment**

1 Contact Information   2 Application Detail   3 Member Detail   4 Review   5 Record Issuance

Step 3: Member Detail > Member Detail

\* Indicates a required field.

### MEMBER LIST

List 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 0-0 of 0

First Name	Last Name	Email Address
No records found.		

[Add a Row](#) | [Edit Selected](#) | [Delete Selected](#)

[Save and Resume Later](#)   [Continue Application »](#)

## 8. **REVIEW:** the information

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



## CLICK: Continue Application

### Operator License Amendment

1 Contact Information

2 Application Detail

3 Member Detail

4 Review

5 Record Issuance

Step 4: Review

Save and Resume Later

Continue Application >

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

#### Record Type

Operator License Amendment

#### Applicant

Edit

Individual  
jane hey  
123 front st  
SEATTLE, WA, 98372  
United States  
Primary Phone: (+1)374-859-5934  
Email: hey@jade.com

#### LICENSE AMENDMENT INFO

Edit

Would you like to Cancel your License?:	No
Would you like to remove your Spouse?:	No
Would you like to add a Spouse?:	Yes

#### SPOUSE INFORMATION

Edit

Are you married?:	Yes
Spouse First Name:	Jayne
Spouse Last Name:	Dough
Spouse Email:	Jayne@dough.net

#### MEMBER LIST

Edit

No Custom Lists data for the sub group above.

I agree that the information provided is true and correct, and agree that I am in compliance with [City of Seattle Ordinance 125490](#) and all associated [Director's Rules](#).

☒ Check this box to confirm your compliance with City of Seattle requirements and the above certification.

Date:

Save and Resume Later

Continue Application >

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

## Thank You



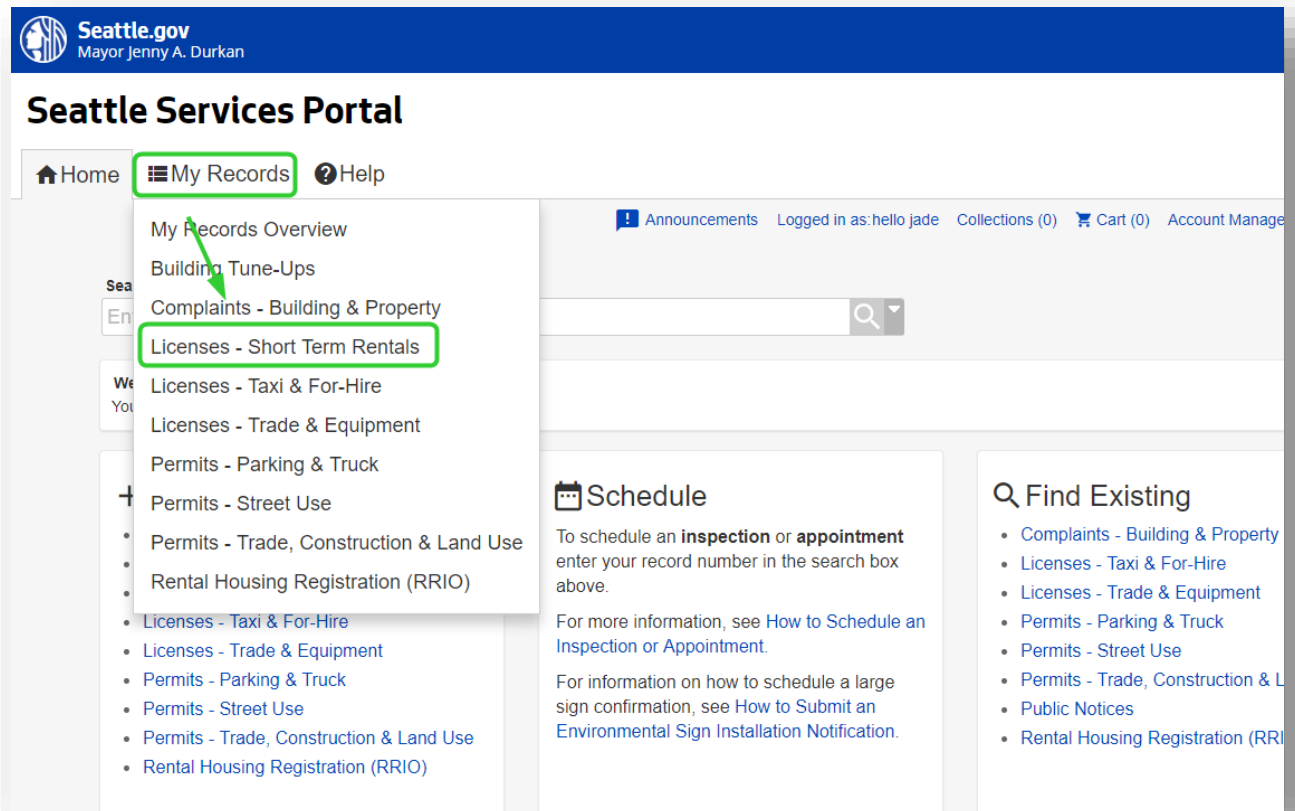
We received your information.

# 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



3. **LOCATE:** your Platform License  
**CLICK:** Submit Report/Manage License

### My Short Term Rental License Records

Showing 1-10 of 20 | [Download Results](#) | [Add to Collection](#) | [Add to cart](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action	Short Notes
<input type="checkbox"/>	08/14/2019	<a href="#">STR-OPLA-19-000040</a>	Operator License Amendment						
<input type="checkbox"/>	08/14/2019	<a href="#">STR-PLLI-19-000025</a>	Platform License		Platform License	08/14/2020	Active	<a href="#">Submit Report/Manage License</a>	
<input type="checkbox"/>	08/14/2019	<a href="#">STR-PLAP-19-000025</a>	Platform License Application				Issued		

4. **CLICK:** Continue Application

### Platform License Amendment

1 Contact Information    2 Application Detail    3 Review    4 Record Issuance

Step: < Contact Information > Contact Information

\* Indicates a required field

#### Applicant

The contact below is as currently listed on the parent license or application record.

**jade hey**  
**Address:** 123 front st  
SEATTLE, WA, 98372  
**Email:** hey@jade.com  
**Primary Phone:** (+1)374-859-5934  
**Secondary Phone:**

[Save and Resume Later](#)    [Continue Application »](#)

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

**CLICK:** Continue Application

**Platform License Amendment**

1 Contact Information    2 Application Detail    3 Review    4 Record Issuance

Step 2: Application Detail > Application Detail

\* Indicates a required field

**PLATFORM AMENDMENT INFO**

\* Would you like to Cancel your License?: ☒ Yes ☐ No

Save and Resume Later    Continue Application »

6. Red warning text displays

**CLICK:** Continue Application

**Platform License Amendment**

1 Contact Information    2 Application Detail    3 Review    4 Record Issuance

Step 2: Application Detail > Application Detail

\* Indicates a required field

**PLATFORM AMENDMENT INFO**

1) Please note that License fees are non-refundable and non-transferable. 2) Upon cancellation, you will no longer be eligible to allow Short-Term Rental operators and Bed and Breakfast Operators to list units in the City of Seattle on your platform.

\* Would you like to Cancel your License?: ☒ Yes ☐ No

Save and Resume Later    Continue Application »

7. **REVIEW:** the information

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

**CLICK:** Continue Application

**Platform License Amendment**

1 Contact Information    2 Application Detail    3 Review    4 Record Issuance

Step 3: Review

Save and Resume Later    Continue Application »

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

Record Type

Platform License Amendment

Applicant    Edit

Individual  
Jade Hey  
123 front st  
SEATTLE, WA, 98372  
United States  
Primary Phone: (+1)374-859-5934  
Email: hey@jade.com

PLATFORM AMENDMENT INFO    Edit

Would you like to Cancel your License?:    Yes

I agree that the information provided is true and correct, and agree that I am in compliance with [City of Seattle Ordinance 125490](#) and all associated [Director's Rules](#).

☐ Check this box to confirm your compliance with City of Seattle requirements and the above certification.    Date:

Save and Resume Later    Continue Application »

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

**Thank You**

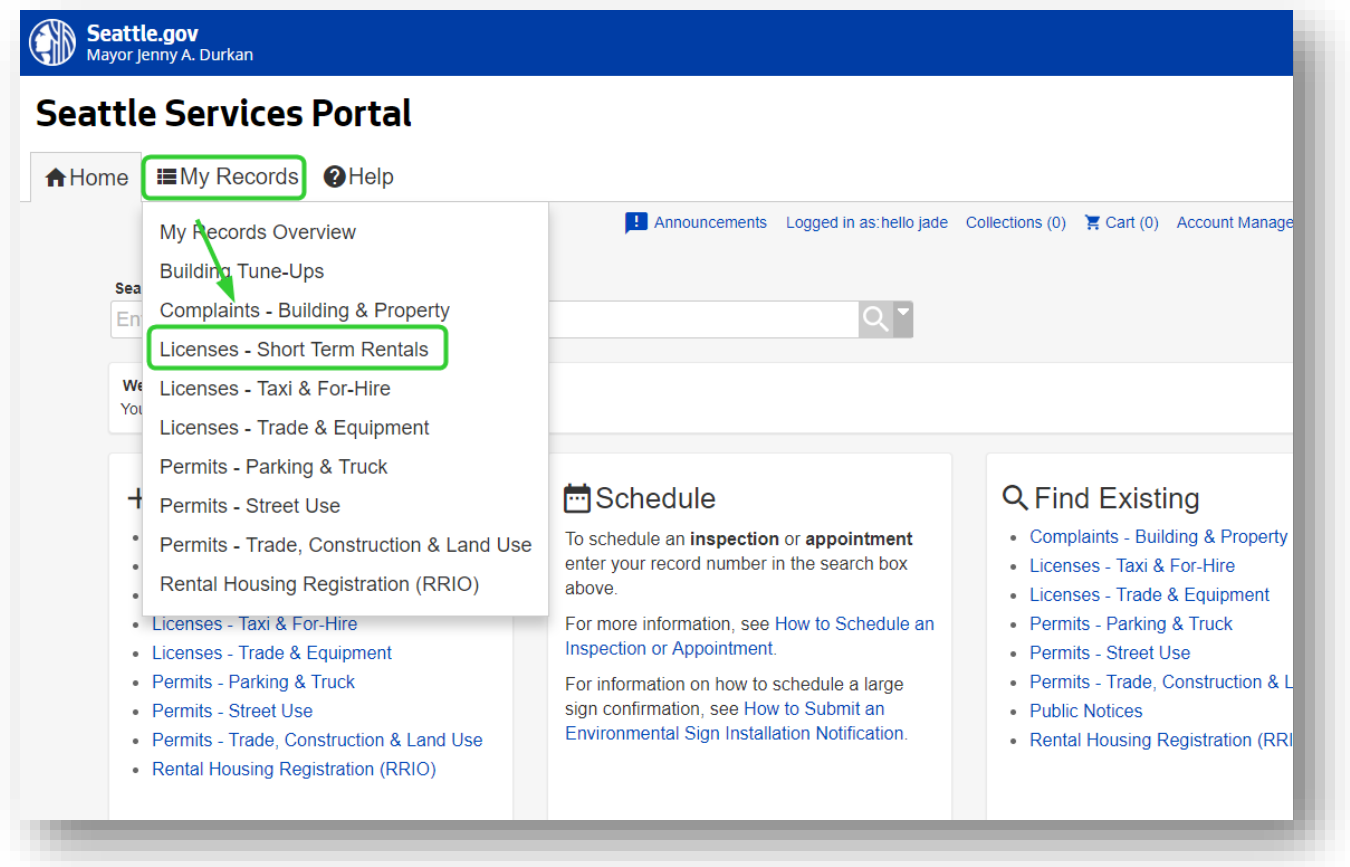
✓ We received your information.

**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



3. **LOCATE:** The Short-Term Rental Operator License row  
**CLICK:** on Add/Edit Units or Manage License in the action column

My Short Term Rental License Records

Showing 1-4 of 4 | [Download Results](#) | [Add to Collection](#) | [Add to cart](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action	Short Notes
<input type="checkbox"/>	07/18/2019	<a href="#">STR-STUN-19-000108</a>	Short-Term Rental Unit		Short-Term Rental Unit		Active		
<input type="checkbox"/>	07/18/2019	<a href="#">STR-OPLI-19-000183</a>	Short-Term Rental Operator License		Short-Term Rental Operator License	07/18/2020	Active	<a href="#">Add/Edit Units or Manage License</a>	
<input type="checkbox"/>	07/18/2019	<a href="#">STR-UNAM-19-000101</a>	Unit Amendment						
<input type="checkbox"/>	07/18/2019	<a href="#">STR-OPAP-19-000130</a>	Short-Term Rental Operator License Application				Issued		

4. **SELECT:** Unit Amendment  
**CLICK:** Continue Application

Select an Amendment Type

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 »](#)



## 5. **CLICK:** Continue Application

### Unit Amendment

1 Contact Information

2 Application Detail

3 Review

4 Pay Fees

5 Record Issuance

Step 1: Contact Information > Contact Information

This process is to add units to a license or license application or remove units. You will need the address(es) of the unit(s) you wish to operate in the City of Seattle. If you are registering units operated before September 30, 2017, enter those units first. The first unit you enter will determine your legacy region.

For more information about legacy regions, see this article: <https://seattlegov.zendesk.com/hc/en-us/articles/360026668314-About-Legacy-Zones>. For legacy units, you will also be required to upload a Rental Registry of the nights the unit was booked in the 12-month period prior to September 30, 2017

If you are listing a unit as a primary property, you may have to provide documentation proving the address is your primary residence.

If you are listing a unit as a secondary property, you will first need to register with Rental Registration & Inspection Ordinance (RRIO). You will need the RRIO registration number to complete this application.

To register with RRIO, return to the home page of the Seattle Services Portal, locate the Create New section, and select "Rental Housing Registration (RRIO)."

If you are registering units that meet the State of Washington's requirements to be a bed and breakfast, you will need a copy of your Washington State Transient Accommodation License for upload, and the license number for each property.

\* Indicates a required field

#### Applicant

The contact below is as currently listed on the parent license or application record.

**hello jade**

**Address:** 1231  
SEATTLE, WA, 98021

**Email:** hello@jade.co

**Primary Phone:** (+1)585-938-4959

**Secondary Phone:**

Save and Resume Later

Continue Application »

## 6. CLICK: Add Unit

### Unit Amendment

[Contact Information](#)[2 Application Detail](#)[3 Review](#)[4 Pay Fees](#)[5 Record Issuance](#)

Step 2: Application Detail > Application Detail

This process is to add units to a license or license application or remove units. You will need the address(es) of the unit(s) you wish to operate in the City of Seattle. If you are registering units operated before September 30, 2017, enter those units first. The first unit you enter will determine your legacy region.

For more information about legacy regions, see this article: <https://seattlegov.zendesk.com/hc/en-us/articles/360026668314-About-Legacy-Zones>. For legacy units, you will also be required to upload a Rental Registry of the nights the unit was booked in the 12-month period prior to September 30, 2017

If you are listing a unit as a primary property, you may have to provide documentation proving the address is your primary residence.

If you are listing a unit as a secondary property, you will first need to register with Rental Registration & Inspection Ordinance (RRIO). You will need the RRIO registration number to complete this application.

To register with RRIO, return to the home page of the Seattle Services Portal, locate the Create New section, and select "Rental Housing Registration (RRIO)."

If you are registering units that meet the State of Washington's requirements to be a bed and breakfast, you will need a copy of your Washington State Transient Accommodation License for upload, and the license number for each property.

\* Indicates a required field

### Unit Management

If you are registering units that were in operation before September 30, 2019, please enter those units first. The first unit you enter will determine your primary region.  
DO NOT click the checkbox in the "Remove" column unless you wish to delete/remove the unit from the application/license.

Details	Remove	Unit Record ID	Address	Description	Registered Date	Status	Type
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		12858895 - 700 5th AVE	House on the left.	07/18/2019	Removed	STR
<input checked="" type="checkbox"/>	<input type="checkbox"/>		37485959838 - 700 5th AVE		07/18/2019	Verified	STR

Add Unit

Please click the Submit Units button once you have finished entering your units. By clicking the Submit Units button, you attest that the unit information entered is true and correct.

Save and Resume Later

Continue Application »

## 7. ENTER: the unit address

### CLICK: Search Address

Street Number

Street Prefix

Street Name

Street Type

Street Suffix

700

5th

AVE

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

Street Number: 700, Street Prefix: [dropdown], Street Name: 5th, Street Type: AVE, Street Suffix: [dropdown]. Buttons: Clear Address, Search Address.

Address suggestions:

- 700 5th Ave, Seattle, Washington, 98104
- 700 5th Ave N, Seattle, Washington, 98109
- 700 5th Ave S, Seattle, Washington, 98104
- 700 5th Ave W, Seattle, Washington, 98104

Select Address button.

9. **ENTER:** the required information

NOTE: New fields may appear depending on your selections

Unit Information section (highlighted):

- Unit Record ID: [text box]
- Region: [dropdown]
- Type: [dropdown]
- Property Type: [dropdown]
- Unit Number (if there is no unit number enter NA): [text box]
- Description: [text box]
- Primary Residence: [radio buttons: Yes, No]
- Number of Bedrooms: [text box]
- Have you been operating this unit prior to September 30, 2017?: [radio buttons: Yes, No]
- I certify that I am the owner of this unit: [radio buttons: Yes, No]

Select Document Category: [dropdown]. Buttons: Choose File, No file chosen, Upload.

Verify Unit, Cancel buttons.

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 Record ID: Region: Type: Property Type: Apartment Unit Number (if there is no unit number enter NA): 123569 Description: The unit on the ground floor on the west side of the building. Registered Date: Status:

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

Please upload a registry identifying the dates the dwelling unit was used as a short-term rental within the 12-month period prior to September 30, 2017

Select Document Category: Rental Registration History Choose File No file chosen Upload

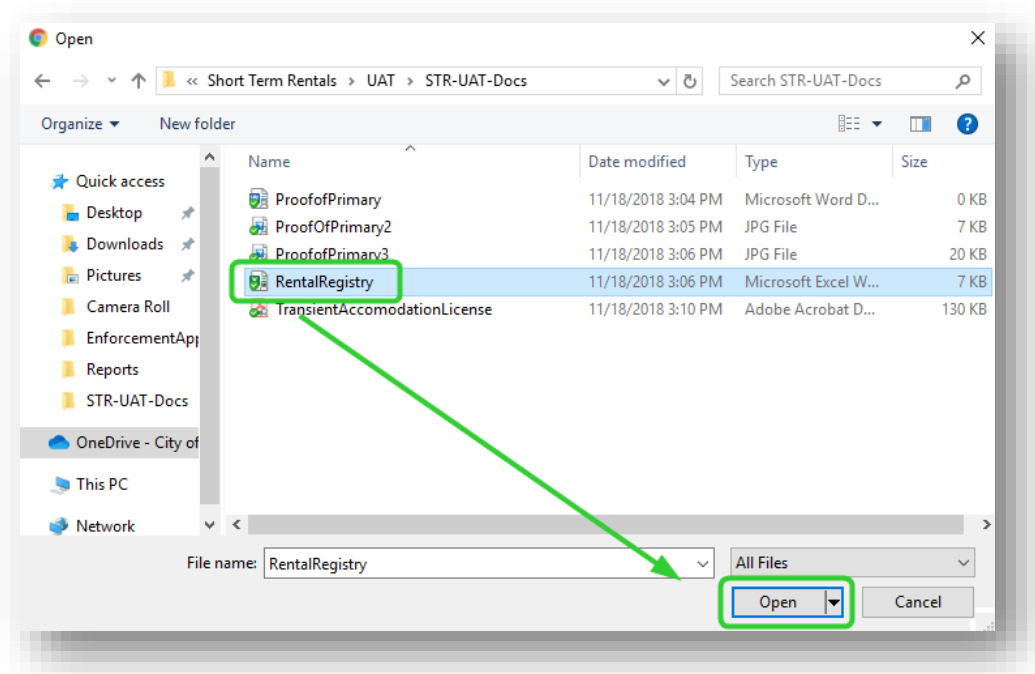
Uploaded documents:

Verify Unit Cancel

**NAVIGATE:** to the correct file

**SELECT:** the file

**CLICK:** Open



**CLICK:** Upload

The screenshot shows a web form for unit registration. The form includes the following fields and sections:

- Street Information:** Street Number (700), Street Prefix (dropdown), Street Name (5th), Street Type (AVE), Street Suffix (dropdown), and a 'Clear Address' button.
- Unit Record ID:** Region, Type, Property Type (Apartment), and Unit Number (123569).
- Description:** A text area containing 'The unit on the ground floor on the west side of the building.'
- Primary Residence:** Radio buttons for 'Yes' and 'No'.
- Number of Bedrooms:** A text field with '2'.
- Have you been operating this unit prior to September 30, 2017?:** Radio buttons for 'Yes' and 'No'.
- I certify that I am the owner of this unit:** Radio buttons for 'Yes' and 'No'.
- Upload Section:** A red message states: '\* Please upload a registry identifying the dates the dwelling unit was used as a short-term rental within the 12-month period prior to September 30, 2017'. Below this, there is a 'Select Document Category' dropdown (Rental Registration History), a 'Choose File' button (RentalRegistry.xlsx), and an 'Upload' button (highlighted with a green box).
- Buttons:** 'Verify Unit' and 'Cancel' at the bottom right.

A green arrow points from the 'RentalRegistry' file in the previous screenshot to the 'Upload' button.

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 Category: Rental Registration History

Choose File No file chosen Upload Upload was successful

Uploaded Documents:

1. Rental Registration History - RentalRegistry.xlsx

Verify Unit Cancel

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

**CLICK:** Save

**This unit has been verified**

Street Number: 700 Street Prefix: Street Name: 5th Street Type: AVE Street Suffix: Clear Address

Unit Record ID: Region: Type: Downtown Urban Center STR Registered Date: Status: Verified

Property Type: Apartment

Unit Number (If there is no unit number enter NA): 123567

Description: The unit on the ground 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: Rental Registration History

Choose File No file chosen Upload

Uploaded Documents:

1. Rental Registration History - RentalRegistry.xlsx

Save Verify Unit Cancel

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

## 12. **CLICK:** Submit Units

If you are registering units that meet the State of Washington's requirements to be a bed and breakfast, you will need a copy of your Washington State Transient Accommodation License for upload, and the license number for each property.

\* Indicates a required field

### Unit Management

If you are registering units that were in operation before September 30, 2019, please enter those units first. The first unit you enter will determine your primary region.  
DO NOT click the checkbox in the "Remove" column unless you wish to delete/remove the unit from the application/license.

Details	Remove	Unit Record ID	Address	Description	Registered Date	Status	Type
	<input checked="" type="checkbox"/>		12858695 - 700 5th AVE	House on the left.	07/18/2019	Removed	STR
	<input type="checkbox"/>		37485959838 - 700 5th AVE		07/18/2019	Verified	STR

[Add Unit](#)  
[Submit Units](#) Please click the Submit Units button once you have finished entering your units. By clicking the Submit Units button, you attest that the unit information entered is true and correct.

[Save and Resume Later](#) [Continue Application »](#)

## 13. **CLICK:** Continue Application

If you are registering units that meet the State of Washington's requirements to be a bed and breakfast, you will need a copy of your Washington State Transient Accommodation License for upload, and the license number for each property.

\* Indicates a required field

### Unit Management

If you are registering units that were in operation before September 30, 2019, please enter those units first. The first unit you enter will determine your primary region.  
DO NOT click the checkbox in the "Remove" column unless you wish to delete/remove the unit from the application/license.

Details	Remove	Unit Record ID	Address	Description	Registered Date	Status	Type
	<input checked="" type="checkbox"/>		12858695 - 700 5th AVE	House on the left.	07/18/2019	Removed	STR
	<input type="checkbox"/>		37485959838 - 700 5th AVE		07/18/2019	Verified	STR

[Add Unit](#)  
[Submit Units](#) Submission completed successfully

[Save and Resume Later](#) [Continue Application »](#)

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

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

## CLICK: Continue Application

**Unit Amendment**

1 Contact Information   2 Application Detail   3 Review   4 Pay Fees   5 Record Issuance

Step 3: Review

[Save and Resume Later](#) [Continue Application »](#)

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

**Record Type**

Unit Amendment

**Applicant** [Edit](#)

Individual  
Jade hey  
123 front st  
SEATTLE, WA, 98372  
United States  
Primary Phone: (+1)374-859-5934  
Email: hey@jade.com

I agree that the information provided is true and correct, and agree that I am in compliance with [City of Seattle Ordinance 125490](#) and all associated [Director's Rules](#).

☒ By checking this box, I agree to the above certification. Date:

[Save and Resume Later](#) [Continue Application »](#)

## 15. CLICK: Check Out

**Unit Amendment**

1 Contact Information   2 Application Detail   3 Review   4 Pay Fees   5 Record Issuance

Step 4: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

**Application Fees**

Fees	Qty.	Amount
STR Operator Legacy License Fee	1	\$75.00

**TOTAL FEES:** \$75.00  
Note: This does not include additional inspection fees which may be assessed later.

[Check Out »](#)



## 16. **CLICK:** Check Out

**Cart**

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 clicking on Edit Cart and removing the items you don't want to pay now.

If you plan to pay by check, see [How Do I Pay by Check?](#) for further instructions.

If somebody else is responsible for paying fees, see [How to Pay Fees](#).

**PAY 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 »**

## 17. **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.

Payment Options \* indicates a required field.

Amount to be charged: \$75.00

☒ Pay with Credit Card

**Credit Card Information:**

\* Card Type:  --Select--    \* Card Number:  No dashes or spaces    \* Security Code:

\* Name on Card:     \* Expiration Date:  01/2019

**Credit Card Holder Information:**

☐ Auto-fill with  jade hey

Country:  United States

\* Street Address:

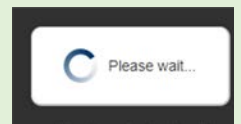
\* City:     \* State:     \* Zip:

\* Phone:  (+) 1

Email:

**Submit Payment »**

Please  
wait...



After you click **Submit Payment**, there are **several processes** happening behind the scenes. Please be **patient** while the page **loads**.

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

## Thank You



Your information has been submitted. Depending on your record type, additional action may be required. Go to [My Records](#) to view actions and check your email for additional instructions.

# How do I remove a unit from my license?

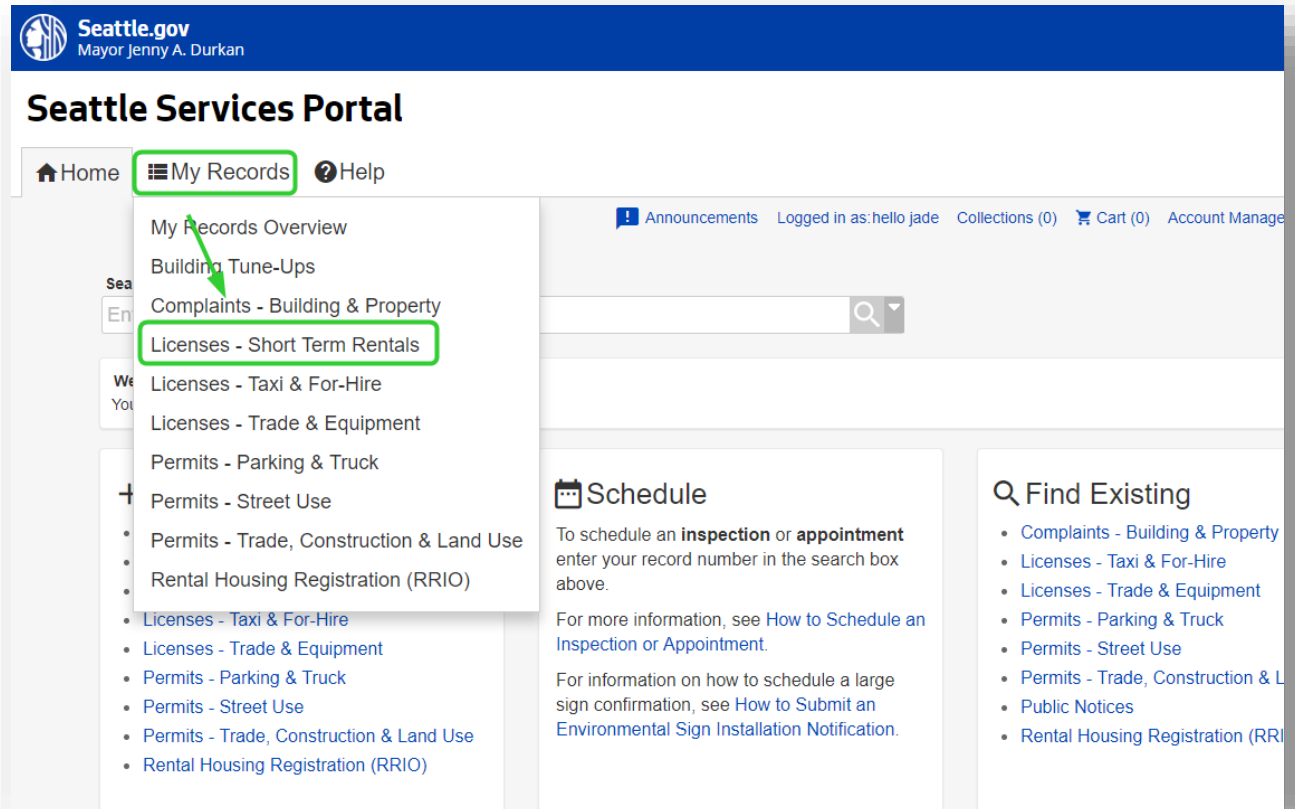
Start at the **Seattle Service Portal** home page

<https://cosaccela.seattle.gov>

19. **LOGIN:** to your account

20. **CLICK:** on My Records

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



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

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

The screenshot shows a table titled "My Short Term Rental License Records". Above the table are links: "Showing 1-4 of 4", "Download Results", "Add to Collection", and "Add to cart". The table has columns: Date, Record Number, Record Type, Description, Project Name, Expiration Date, Status, Action, and Short Notes. Four records are listed. The second record, "STR-OPLI-19-000183", is highlighted with a green dotted border. A green arrow points from this record to a green box containing the text "Add/Edit Units or Manage License".

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action	Short Notes
<input type="checkbox"/>	07/18/2019	STR-STUN-19-000108	Short-Term Rental Unit		Short-Term Rental Unit		Active		
<input type="checkbox"/>	07/18/2019	STR-OPLI-19-000183	Short-Term Rental Operator License		Short-Term Rental Operator License	07/18/2020	Active	Add/Edit Units or Manage License	
<input type="checkbox"/>	07/18/2019	STR-UNAM-19-000101	Unit Amendment						
<input type="checkbox"/>	07/18/2019	STR-OPAP-19-000130	Short-Term Rental Operator License Application				Issued		

22. **SELECT:** Unit Amendment

**CLICK:** Continue Application

The screenshot shows a form titled "Select an Amendment Type". Below the title is a text prompt: "Choose one of the following available amendment types. For assistance or to apply for an amendment type not listed below please contact us." There are two radio button options: "Operator License Amendment" and "Unit Amendment". The "Unit Amendment" option is selected and highlighted with a green box. Below the options is a blue button with the text "Continue Application »", which is also highlighted with a green box.

Select an Amendment Type

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 »

## 23. **CLICK:** Continue Application

### Unit Amendment

1 Contact Information

2 Application Detail

3 Review

4 Pay Fees

5 Record Issuance

Step 1: Contact Information > Contact Information

This process is to add units to a license or license application or remove units. You will need the address(es) of the unit(s) you wish to operate in the City of Seattle. If you are registering units operated before September 30, 2017, enter those units first. The first unit you enter will determine your legacy region.

For more information about legacy regions, see this article: <https://seattlegov.zendesk.com/hc/en-us/articles/360026668314-About-Legacy-Zones>. For legacy units, you will also be required to upload a Rental Registry of the nights the unit was booked in the 12-month period prior to September 30, 2017

If you are listing a unit as a primary property, you may have to provide documentation proving the address is your primary residence.

If you are listing a unit as a secondary property, you will first need to register with Rental Registration & Inspection Ordinance (RRIO). You will need the RRIO registration number to complete this application.

To register with RRIO, return to the home page of the Seattle Services Portal, locate the Create New section, and select "Rental Housing Registration (RRIO)."

If you are registering units that meet the State of Washington's requirements to be a bed and breakfast, you will need a copy of your Washington State Transient Accommodation License for upload, and the license number for each property.

\* Indicates a required field

#### Applicant

The contact below is as currently listed on the parent license or application record.

**hello jade**

**Address:** 1231  
SEATTLE, WA, 98021

**Email:** hello@jade.co

**Primary Phone:** (+1)585-938-4959

**Secondary Phone:**

Save and Resume Later

Continue Application »

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

**CLICK:** Submit Units

## Unit Amendment

1 Contact Information2 Application Detail3 Review4 Pay Fees5 Record Issuance

Step 2: Application Detail > Application Detail

This process is to add units to a license or license application or remove units. You will need the address(es) of the unit(s) you wish to operate in the City of Seattle. If you are registering units operated before September 30, 2017, enter those units first. The first unit you enter will determine your legacy region.

For more information about legacy regions, see this article: <https://seattlegov.zendesk.com/hc/en-us/articles/360026668314-About-Legacy-Zones>. For legacy units, you will also be required to upload a Rental Registry of the nights the unit was booked in the 12-month period prior to September 30, 2017

If you are listing a unit as a primary property, you may have to provide documentation proving the address is your primary residence.

If you are listing a unit as a secondary property, you will first need to register with Rental Registration & Inspection Ordinance (RRIO). You will need the RRIO registration number to complete this application.

To register with RRIO, return to the home page of the Seattle Services Portal, locate the Create New section, and select "Rental Housing Registration (RRIO)."

If you are registering units that meet the State of Washington's requirements to be a bed and breakfast, you will need a copy of your Washington State Transient Accommodation License for upload, and the license number for each property.

\* Indicates a required field

### Unit Management

If you are registering units that were in operation before September 30, 2019, please enter those units first. The first unit you enter will determine your primary region.  
DO NOT click the checkbox in the "Remove" column unless you wish to delete/remove the unit from the application/license.

Details	Remove	Unit Record ID	Address	Description	Registered Date	Status	Type
	<input checked="" type="checkbox"/>		12858695 - 700 5th AVE	House on the left.	07/18/2019	Removed	STR
	<input type="checkbox"/>		37485959838 - 700 5th AVE		07/18/2019	Verified	STR

**Submit Units** Please click the Submit Units button once you have finished entering your units. By clicking the Submit Units button, you attest that the unit information entered is true and correct.

**Save and Resume Later** **Continue Application »**

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

Recommendation needed for approval and the license number for each property.

\* Indicates a required field

### Unit Management

If you are registering units that were in operation before September 30, 2019, please enter those units first. The first unit you enter will determine your primary region.  
DO NOT click the checkbox in the "Remove" column unless you wish to delete/remove the unit from the application/license.

Details	Remove	Unit Record ID	Address	Description	Registered Date	Status	Type
	<input checked="" type="checkbox"/>		12858695 - 700 5th AVE	House on the left.	07/18/2019	Removed	STR
	<input type="checkbox"/>		37485959838 - 700 5th AVE		07/18/2019	Verified	STR

[Add Unit](#) [Submit Units](#) Submission completed successfully

[Save and Resume Later](#) [Continue Application »](#)

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

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

**CLICK:** Continue Application

### Unit Amendment

1 Contact Information 2 Application Detail 3 Review 4 Pay Fees 5 Record Issuance

Step 3: Review

[Save and Resume Later](#) [Continue Application »](#)

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

Record Type

Unit Amendment

Applicant [Edit](#)

Individual  
Jade hey  
123 front st  
SEATTLE, WA, 98372  
United States  
Primary Phone: (+1)374-859-5934  
Email: hey@jade.com

I agree that the information provided is true and correct, and agree that I am in compliance with [City of Seattle Ordinance 125490](#) and all associated [Director's Rules](#).

☒ By checking this box, I agree to the above certification. Date:

[Save and Resume Later](#) [Continue Application »](#)

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

## Thank You



Your information has been submitted. Depending on your record type, additional action may be required. Go to [My Records](#) to view actions and check your email for additional instructions.