

How to Claim Ownership of a Registered Rental Property



FOR RENT

Purpose

This instruction sheet provides you with step-by-step instructions for claiming ownership of a property that is already registered within the RRIO program. In order to claim ownership of an of property that is registered with the RRIO program, you must first have a user account set up. **If you need to set up a user account, use the instruction sheet: Creating a New User Account.**

Steps to Claim Ownership of a Registered Property

1. In your web browser, navigate to the Seattle Services Portal:
<https://cosaccela.seattle.gov/Portal/welcome.aspx>. Sign in using your username and password.
2. Select **Rental Housing Registration (RRIO)** under the Create New section.

The screenshot shows the Seattle Services Portal interface. At the top, there are navigation links for Home, My Records, and Help. On the right, there are links for Announcements, Register for an Account, and a green Login button. A red arrow points to the Login button. Below the navigation is a search bar labeled 'Search All Records' with the placeholder text 'Enter an address, record number, or contact'. The main content area is divided into three columns: 'Create New', 'Schedule', and 'Find Existing'. The 'Create New' column has a red circle around the '+ Create New' header and a red arrow pointing to 'Rental Housing Registration (RRIO)' in the list below. The 'Schedule' column has a calendar icon and text about scheduling inspections or appointments. The 'Find Existing' column has a magnifying glass icon and a list of categories including Complaints, Licenses, and Permits.

3. On the next page, click on the **Rental Housing** header to open the drop-down menu of available actions.

The screenshot shows a header for 'Rental Housing' with a blue arrow pointing to it. Below the header is a blue button labeled 'Continue Application »'.



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4. Select **Transfer Existing Registration to New Owners** and click **Continue Application**.

Select an Action

Choose one of the following actions.

If you want to update an existing registration, please use the My Records link above and then select Make Changes to make your changes.

▼ Rental Housing

- Private Inspector Registration
- Rental Property Inspection - Private Inspector
- Rental Property Registration
- Transfer Existing Registration to New Owners

[Continue Application »](#)

5. The next screen will ask for the Rental Property Registration Record Number. You should be able to get this information from the previous owner. If not, call the RRIO program at (206) 684-4110 and request it by giving the technician the property address. The system can only process one ownership claim at a time. Proceed by clicking on the **Continue Application** button.

Transfer Existing Registration to New Owners

1 Registration Details 2 Review 3 Record Issuance

Step 1: Registration Details > Property Details

* indicates a required field.

Property Information

* Rental Property Registration Record Number:

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



Rental Registration and Inspection Ordinance (RRIO)

Improving and preserving safe and healthy housing for all Seattle renters

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6. The following screen will ask you to update the owner information. Click the **Select From Account** button to add contacts from your user account or the **Add New** button to add new contacts. Make sure to add all 3 required contact types (owner, applicant and tenant contact for repairs).

Transfer Existing Registration to New Owners

1 Registration Details | 2 Review | 3 Record Issuance

Step 1: Registration Details > Contact

To register you need at least three types of contacts. The same person/organization can be more than one type.

1. Applicant – the person entering the registration information.
2. Owner – the legal owner(s) of the property.
3. Tenant Contact for Repairs – the person/organization that tenants can contact to make repairs. (Note: This contact information will be public information on the RRIO website.)

Existing contacts for your rental unit are shown in the Contact List table. Please enter any remaining required contacts below. If your property has more than one owner, you must list all owners.

You may add other contacts such as attorneys or property management companies if they should also get information about the registration of this property. Click "Save" to add each contact to the Contact List. Continue until all contacts appear in the Contact List. Then click "Continue Application".

* indicates a required field.

Contact List

Click Select From Account to add contacts already in your account. Select Add New to add a new contact. To edit information in your account, click the Account Management link at the top right of the screen.

Select From Account **Add New** **Look Up**

Showing 0-0 of 0

Full Name	Business Name	Contact Type	Address Line 1	Action
No records found.				

Save and Resume Later **Continue Application »**

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

Contact List

Click Select From Account to add contacts already in your account. Select Add New to add a new contact. To edit information in your account, click the Account Management link at the top right of the screen.

Select From Account **Add New** **Look Up**

✓ You successfully added a contact.

Showing 1-3 of 3

Full Name	Business Name	Contact Type	Address Line 1	Action
Test Test		Owner	Test	Delete
Test Test		Applicant	Test	Delete
Test Test		Tenant Contact for Repairs	Test	Delete

Save and Resume Later **Continue Application »**

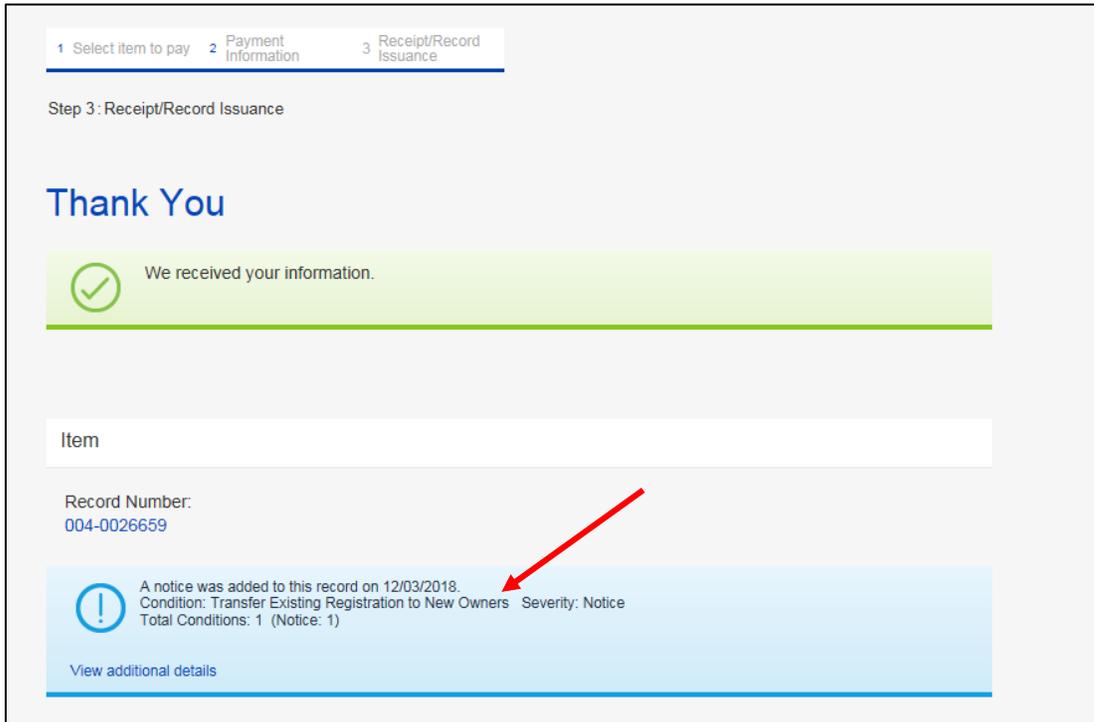
www.seattle.gov/RRIO



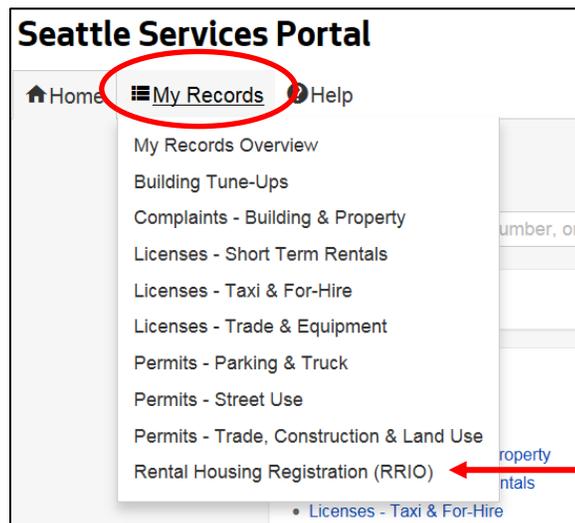
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8. On the next page, review your submitted information and select **Continue Application** again. The system should then confirm the process is complete.



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



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10. Click **Make Changes** under the action column for the property you just claimed

My Rental Housing Registration (RRIO) Records						
Showing 1-3 of 3 Download Results Add to Collection Add to cart						
<input type="checkbox"/>	Create Date	Record Number	Record Type	Address	Status	Action
<input type="checkbox"/>	12/20/2018	001-0135037	Rental Property Registration	700 5TH AVE SEATTLE	Active Registration	Make Changes

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

Make a Change

Select the change you would like to make.

For assistance or for an update type not listed below please contact us.

Rental Property - Relinquish Ownership

Rental Property - Update Rental Status

Rental Property - Update Contact and Owner Information

Rental Property - Update Unit Information

[Continue Application »](#)

12. Update the information as needed to reflect any changes. You will need to add all the identifiers of the units again to provide the most up-to-date information and then scroll down to the declaration section. You must declare that the property meets the RRIO standards by checking the box and selecting Owner/Owner’s Agent or Inspection by Qualified Rental Housing Inspector from the dropdown menu. Click **Continue Application** a few more times until you reach a Confirmation Page like the one below regarding your submitted changes.

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

Step 3: Receipt/Record Issuance

Thank You

We received your information.

Item

Record Number:
004-0026660