# City of Seattle

## Rental Registration and Inspection Ordinance (RRIO)

# What you need to know about INSPECTIONS

## Why was I picked for an INSPECTION?

Properties registered with the RRIO program must meet the inspection requirement at least once every 5 to 10 years.

Properties are randomly selected for inspection or may be selected because a recent inspection found potential additional maintenance problems.

## Remind me, WHAT'S RRIO?

RRIO was established by the Seattle City Council to help ensure rental housing is safe and meets basic maintenance standards.

## WHAT DO I NEED TO DO NOW?

Now that you have been selected for an inspection, please follow the instructions in your Notice of Required Inspection letter. You'll need to complete your inspection by the due date in the letter. If you don't complete your inspection by the due date in the letter, a $30 late inspection will be charged.

### You must do one of the following:

- Hire an inspector, give notice to your tenants, and pass a RRIO inspection. If your property has multiple units, 10 days before the inspection, the City can provide a selection of units (20 percent in most cases) to be inspected or you may choose to inspect all units.
- Submit documentation of an approved alternate inspection such as an inspection conducted as a requirement of an affordable housing program. Acceptable alternate inspections and the required documentation are on the RRIO website at **seattle.gov/RRIO**.
- Notify the RRIO program that your property has an Accessory Dwelling Unit and one unit is owner-occupied and the other unit is occupied by an immediate family member.

## HOW DO I FIND AN INSPECTOR?

You can choose to hire a City or private inspector to inspect your property.

City inspectors are trained, insured professionals that have passed a background check. City inspectors will take care of the required paperwork and do not charge for follow-up inspections.

**To schedule a City inspector, call (206) 684-4110 and select option 3.**

City inspectors charge $175 for the property, including the first unit, and $35 for each additional unit inspected.

Private inspectors are professionals who have been through RRIO training and whose work is reviewed by the City. Private inspectors set their own prices. There is a $40 filing fee to process the private inspection results.

**To find a list of private inspectors visit seattle.gov/RRIO and choose Hire a Private Inspector.**

Once you have completed and passed an inspection, you or the private inspector should follow the instructions on the RRIO website to submit your inspection results and receive your Certificate of Compliance.

# WHAT WILL BE INSPECTED?

A RRIO inspection will follow a checklist of basic safety and maintenance requirements. The RRIO inspection looks at common areas and the units. For multi-family properties, if a sample of units are selected, then the RRIO program can provide the selected units 10 days prior to the inspection date.

### Examples of items required by the checklist are:

- No holes or visible leaks in the roof or walls.
- Plumbing fixtures such as sinks and toilets are working properly.
- Windows and doors work properly and are secure.
- Permanently-installed, functioning heating system.

**Only items on the RRIO checklist are inspected. The full RRIO checklist can be found at seattle.gov/RRIO.**

# What if I DON'T PASS
## the inspection?

If your property does not pass the RRIO inspection, you need to correct the safety or maintenance issues and pass a re-inspection by the due date on your letter.

# What if I need more time
# TO MAKE REPAIRS?

If you need more time to make a repair and complete the inspection, please contact the RRIO program. We can extend the due date as long as you are working towards making the repair. If the due date passes and you have not contacted us, you may be subject to enforcement and fines.

# What do I tell my RENTERS?

RRIO requires that each rental unit receive at least two days' written notice of an inspection from the property owner or manager, regardless of which unit(s) will be inspected.

**2 DAY notice**

You can find a notice template at seattle.gov/RRIO that serves as a 2-day advance notice and covers other specific requirements of the program including the right of the renter to request repairs and maintenance. You should work out access to the unit with your renter. Renters cannot unreasonably deny access for a RRIO inspection.

The RRIO program has information available for renters that explains the program and the inspection. You or your renters can find the information on the RRIO website at **seattle.gov/RRIO** under the **Renters** tab.

# Where do I go to
# FIND OUT MORE?

Head to **seattle.gov/RRIO** to find out more information about the RRIO program.

**Code Compliance Division**
700 Fifth Avenue, 20th Floor
PO Box 34234
Seattle, WA 98124-1234

**seattle.gov/RRIO**

**PHONE** (206) 684-4110

**TTY** 711 or (206) 233-7156

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