

Rental Registration and Inspection Ordinance (RRIO)

Improving and preserving safe and healthy housing for all Seattle renters

How to Appeal a Penalty or Violation



If you have received a Notice of Violation for failure to register, failure to complete an inspection, or any other reason, you can let us know it was sent to you in error, you can request a reduction in penalties, or you can appeal the violation through a Director's Review.

If the Notice of Violation was sent to you in error

If you received a Notice of Violation and:

- You are not the property owner or a responsible party
- The property does not contain rental housing units
- The property is exempt from the RRIO program
- The property is already registered
- The property is not yet due to register according to the registration due dates

You do not need to request a review. You can simply notify the RRIO program of the error by phone at 206-684-4110 or by email to RRIO@seattle.gov. Please let us know the nature of the error and the file number of the Notice of Violation listed at the top of the letter. We will confirm the error and update our records.

You Want to Request a Penalty Reduction

Penalties begin to accrue if a RRIO violation is not corrected by the compliance date on a Notice of Violation. We may reduce the applicable penalties if you resolve the violation promptly. The property owner or agent will still be responsible for the mandatory \$20 late fee and some portion of the penalty. To request a penalty reduction, follow the instructions on the next page.

You Want to Appeal the Notice of Violation

You may appeal the Notice of Violation for any reason. To file an appeal, follow the instructions on the next page.

www.seattle.gov/RRIO



City of Seattle
Department of Construction and Inspections, Code Compliance Division

700 5th Avenue, 20th Floor
P.O. Box 34019, Seattle, WA 98124-4019
(206) 684-4110 TTY: 7-1-1 or (206) 233-7156

Instructions

To request a reduction in penalties or to appeal a Notice of Violation, you must submit a request in writing by either email (preferred) or postal letter.

Please include:

- Your name and telephone number
- The property address and parcel number
- The file or record number on your Notice of Violation
- The type of request (e.g. Penalty Reduction, Appeal)
- Reasons to support the request, such as:
 - The violation was caused by someone else's act or negligence
 - Something beyond your control that prevented you from correcting the violation
 - Steps you have already taken to correct the violation
 - Date by which you will correct the violation
- Any other information we should consider

Email should be sent to jill.vanneman@seattle.gov and letters should be sent to:

City of Seattle
Attn: RRIO Program Manager
Seattle Department of Construction and Inspections
RRIO Program
PO Box 34019
Seattle, WA 98124

We will contact you, in most cases, within 2 working days, and try to resolve the violation.

