



# City of Seattle

## Rental Registration and Inspection Ordinance (RRIO)

### What you need to know about

# Renewals



### I'm already registered with RRIO. Do I need to renew?

Rental property owners must renew the property registration every two years by the expiration date listed on the registration certificate.

### How much will it cost to renew my rental registration?

As of January 2024, the cost to renew a rental registration is \$110 for each property, including the first unit, plus \$20 for each additional unit. The fee covers 2 years of property registration. RRIO program fees are used only to administer the program. A 5% technology fee is added to RRIO fees.



### What do I need to do now?

You can quickly renew your rental registration by heading to the Seattle Services Portal and logging into your user account.

#### To renew your rental registration:



Select the My Records tab and navigate to your records for "Rental Housing Registration (RRIO)." Select the "Renew Application" link next to the property registration that is about to expire to get started with the renewal process.



Verify or update information about your property, units, ownership, and contacts.



Complete the declaration identifying that units which are, or may be available for rent, continue to meet the minimum housing standards outlined in the RRIO checklist.



To finish the process, pay the renewal fee. You may pay by credit card online.

### What if I no longer own the property or it's no longer a rental?

If the property is no longer a rental, or you don't own it anymore, please let us know so we stop sending you information about the RRIO program. To notify us, please either send an email to [RRIO@seattle.gov](mailto:RRIO@seattle.gov) or call the RRIO Helpline at (206) 684-4110.

### Need more help?

Call the RRIO Helpline at (206) 684-4110 or visit our website at [www.seattle.gov/rrio](http://www.seattle.gov/rrio).



## 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, about 20 percent of units are inspected and 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](http://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.



You can find a notice template at [seattle.gov/RRIO](http://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](http://seattle.gov/RRIO) under the **Renters** tab.

## Where do I go to FIND OUT MORE?

Visit [seattle.gov/RRIO](http://seattle.gov/RRIO)



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