



# CITY OF SEATTLE SHORT-TERM RENTAL LICENSING

## Contents

Section 1: Overview .....	2
1.1: Obtaining a Short-Term Rental Operator License.....	2
1.2: Obtaining a Bed & Breakfast Rental Operator License .....	2
1.3: Obtaining a Platform License .....	3
1.4: Create an account in the Seattle Services Portal.....	3
Section 2: Short-Term Rental Operator Licensing .....	8
2.1: Short-Term Rental Operator License Application.....	8
2.2: Operator Member Validation .....	15
2.3: Related Person Validation.....	26
2.4: Unit Management.....	36
2.5: Viewing the License .....	46
Section 3: Bed & Breakfast Rental Operator Licensing.....	52
3.1: Bed & Breakfast Rental Operator License Application .....	52
Section 4: Platform Licensing.....	58
Section 5: Account Management.....	63
5.1: Adding Contacts to Account .....	63

## Section 1: Overview

All short-term rental operators and platforms are required to have a license to operate in the city of Seattle. This guide provides step-by-step instructions for completing the application. Below is an overview of the steps required to complete each application type.

What you will need for each application:

License Type	You Will Need
<b>Short-term rental operator license application</b>	<ul style="list-style-type: none"> <li>• If applicable, names and email address for all members of LLC, corporation, or partnership               <ul style="list-style-type: none"> <li>○ If applicable, each member or individual applicant will need the name and email address of his/her spouse/state registered domestic partner</li> </ul> </li> <li>• City of Seattle business license number</li> <li>• Unit information including Rental Registration Inspection Ordinance (RRIO) registration number for units not at primary address</li> </ul>
<b>Bed-and-breakfast operator license application</b>	<ul style="list-style-type: none"> <li>• Names and email address for all members of LLC, corporation, or partnership</li> <li>• City of Seattle business license number</li> <li>• Unit information including Washington state transient accommodation license number</li> </ul>
<b>Platform license application</b>	<ul style="list-style-type: none"> <li>• City of Seattle business license number if the platform has an office in the city of Seattle</li> </ul>

### 1.1: Obtaining a short-term rental operator license

1. Create an account in the Seattle Services Portal.
2. Enter STR application information.
3. If appropriate, wait until all members of the organization enter their information.
4. Indicate spousal relationships and wait for spouses to enter their information.
5. Add units to license.
6. Pay for and receive license.

### 1.2: Obtaining a bed-and-breakfast rental operator license

1. Create an account in the Seattle Services Portal.
2. Enter bed-and-breakfast application information.
3. If appropriate, wait until all members of the organization enter their information.
4. Add units to license.
5. Pay for and receive license.

### 1.3: Obtaining a platform license

1. Create an account in the Seattle Services Portal.
2. Enter platform application information.
3. Receive license.

All short-term rental (STR) operators; bed-and-breakfast (B&B) rental operators; members of any LLC, corporation, or partnership that is an STR or B&B operator; spouse or state registered domestic partner of any STR operator or STR operator member; and platforms are required to create a Seattle Services Portal account to complete the application process.

### 1.4: Create an account in the Seattle Services Portal

Navigate to the Seattle Services Portal at <https://cosaccela.seattle.gov>.

#### 1.4.1.

Click on “Register for an Account.”

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

If you're experiencing difficulties with the Seattle Services Portal, please read our [Frequently Asked Questions](#). If you need technical assistance, please contact [SeattleServices\\_ITHelp@seattle.gov](mailto:SeattleServices_ITHelp@seattle.gov). For other assistance, please see our list of [support contacts](#).

## Seattle Services Portal

Home My Records Help

Announcements Register for an Account Login

Search All Records  
Enter an address, record number, or contact

### + Create New

- Complaints - Building & Property
- Licenses - Short Term Rentals
- Licenses - Trade & Equipment
- Permits - Parking & Truck
- Permits - Trade, Construction & Land Use
- Rental Housing Registration (RRIO)

### Schedule

To schedule an **inspection** or **appointment** enter your record number in the search box above.

For more information, see [How to Schedule an Inspection or Appointment](#).

For information on how to schedule a large sign confirmation, see [How to Submit an Environmental Sign Installation Notification](#).

### Find Existing

- Complaints - Building & Property
- Licenses - Trade & Equipment
- Permits - Parking & Truck
- Permits - Trade, Construction & Land Use
- Public Notices
- Rental Housing Registration (RRIO)

1.4.2.

Read the disclaimer, and, if you agree, click the checkbox indicating you accept terms and then click

**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 unless a particular record is specifically exempt from public access under

I have read and accepted the above terms.

**Continue Registration »**

“Continue Registration.”

## 1.4.3.

Enter registration information and click “Add New.”

The screenshot shows the Seattle Services Portal interface. At the top, there is a blue header with the Seattle.gov logo and Mayor Jenny A. Durkan's name. Below the header, the page title is "Seattle Services Portal". Navigation links include Home, My Records, and Help. On the right, there are links for Announcements, Register for an Account, and a Login button. The main content area is titled "Account Registration Step 2: Enter/Confirm Your Account Information". A note states "\* indicates a required field." The form is divided into two sections: "Login Information" and "Contact Information". The "Login Information" section contains six required fields: User Name, Email Address, Password, Type Password Again, Enter Security Question, and Answer. The "Contact Information" section has a sub-header and a note: "Add your contact information so you can quickly assign it to your application." Below this note is a blue "Add New" button, which is highlighted with a red rectangle. At the bottom of the form, there is a "Continue Registration" button.

You will be prompted to enter what kind of contact you are (i.e., an individual or an organization). Then click “Continue” to proceed.

The screenshot shows a dialog box titled "Select Contact Type" with a close button (X) in the top right corner. The dialog contains a required field labeled "\* Type:" with a dropdown menu. The dropdown menu is open, showing three options: "-Select-", "Individual", and "Organization". A mouse cursor is pointing at the "Individual" option. Below the dropdown menu are two buttons: "Continue" and "Discard Changes".

## 1.4.4.

Enter contact information and then click “Continue.”

### Contact Information ✕

**\* First:**  **Middle:**  **\* Last:**

**\* Address Line 1:**

**Address Line 2:**

**\* City:**  **\* State:**  **\* Zip:**

**Country:**  ▼

**\* Primary Phone:** (+  )   
**Secondary Phone:** (+  )

**\* Email:**

[Discard Changes](#)

If an existing contact matches what is entered, the user will be asked to confirm that they are the same entity or will need to make changes to the information entered such that they are unique. When unique information is entered, click “Continue” to proceed.

The system will notify you that you have successfully added the contact information to your account. (Note: For privacy, the email address and phone number are hidden in the image below. The user will see the information they entered there.) Then click “Continue Registration.”

## Contact Information

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

✔ **Contact added successfully.**

**Sleeping Beauty**

Email:

Phone:

[Remove](#)

---

[Continue Registration »](#)

#### 1.4.5.

One final step secures your account. The system will prompt you to check your email and click a link to confirm your account.

✔ 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.

You can now log in and begin your license application.

## Section 2: Short-term rental operator licensing

### 2.1: Short-term rental operator license application

#### 2.1.1.

From the Seattle Services Portal homepage (<https://cosaccela.seattle.gov>), find the Create New section, and select “Licenses – Short Term Rentals.”

The screenshot shows the Seattle Services Portal homepage. At the top, there is a blue header with the Seattle.gov logo and Mayor Jenny A. Durkan's name. Below the header, a yellow banner contains a message about technical assistance. The main content area features a navigation bar with 'Home', 'My Records', and 'Help'. A search bar is present, and there are links for 'Announcements', 'Register for an Account', and 'Login'. The 'Create New' section is highlighted with a red box, and the 'Licenses - Short Term Rentals' option is selected. The 'Schedule' and 'Find Existing' sections are also visible.

Seattle.gov  
Mayor Jenny A. Durkan

If you're experiencing difficulties with the Seattle Services Portal, please read our [Frequently Asked Questions](#). If you need technical assistance, please contact [SeattleServices\\_ITHelp@seattle.gov](mailto:SeattleServices_ITHelp@seattle.gov). For other assistance, please see our list of [support contacts](#).

### Seattle Services Portal

Home My Records Help

Announcements Register for an Account Login

Search All Records  
Enter an address, record number, or contact

#### + Create New

- Complaints - Building & Property
- Licenses - Short Term Rentals**
- Licenses - Trade & Equipment
- Permits - Parking & Truck
- Permits - Trade, Construction & Land Use
- Rental Housing Registration (RRIO)

#### Schedule

To schedule an **inspection** or **appointment** enter your record number in the search box above.

For more information, see [How to Schedule an Inspection or Appointment](#).

For information on how to schedule a large sign confirmation, see [How to Submit an Environmental Sign Installation Notification](#).

#### Find Existing

- Complaints - Building & Property
- Licenses - Trade & Equipment
- Permits - Parking & Truck
- Permits - Trade, Construction & Land Use
- Public Notices
- Rental Housing Registration (RRIO)

2.1.2.

Click Short-Term Rental Operator License Application and then 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 please contact us.

▼ Short-Term Rentals and B&Bs

- Bed and Breakfast Rental Operator License Application
- Operator Member Validation
- Platform License Application
- Related Person Validation
- Short-Term Rental Operator License Application

Continue Application »

2.1.3.

Add a contact for this application by clicking the “Select from Account” button.

\* Applicant (required)

Add a contact for this application by clicking the "Select from Account" button. To add additional contacts to your account, go to Account Management.

Select from Account

Save and Resume Later

Continue Application »

## 2.1.4.

After the contact has been added click “Continue Application.”

**\* Applicant (required)**

Add a contact for this application by clicking the "Select from Account" button. To add additional contacts to your account, go to Account Management.

✔ Contact added successfully.

**Robyn Fenty**

**Address:** 123 Mary Lou  
SEATTLE, WA, 98101

**Email:** robyn.fenty@gmail.com  
**Primary Phone:** (+1)123-345-6789  
**Secondary Phone:**

[Remove](#)

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

## 2.1.5.

Under City Business License Details enter the “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.

**\* Customer Number:**

**Customer Number Status:**

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

**Open Date:**  

## 2.1.6.

Under Spouse/State Registered Domestic Partner Information click “Yes” or “No” to indicate if married or in a state registered domestic partnership.

## 2.1.6.1.

If yes: Enter spouse/state registered domestic partner First Name, Last Name and Email. The spouse/state registered domestic partner will receive an email to verify their identity; this is called Related Person Validation. See section [2.3](#) for Related Person Validation instructions.

## SPOUSE/STATE REGISTERED DOMESTIC PARTNER INFORMATION

Are you married or in a state registered domestic partnership?:

Yes  No

\* Spouse/State Registered Domestic Partner First Name:

\* Spouse/State Registered Domestic Partner Last Name:

\* Spouse/State Registered Domestic Partner Email:

## 2.1.7.

If no: Proceed to next question.

## 2.1.8.

Under Legacy Operator click “Yes” or “No” to indicate if operating short-term rentals prior to Sept. 30, 2017

## LEGACY OPERATOR

Have you been operating Short-Term Rentals prior to Sep 30, 2017?:  Yes  No

## 2.1.9.

Under Member List: If completing as an individual, this section is not required. Skip this section and continue your application, if completing as an individual.

## MEMBER LIST

If completing as an individual, this section is not required. If completing as an organization, list all members including yourself if you are a member.

Showing 0-0 of 0

First Name	Last Name	Email Address
------------	-----------	---------------

No records found.

[Add a Row](#) ▼

[Edit Selected](#)

[Delete Selected](#)

If completing as an organization, then list all members including yourself (if you are a member) by clicking “Add A Row.”

## MEMBER LIST

If completing as an individual, this section is not required. If completing as an organization, list all members including yourself if you are a member.

Showing 0-0 of 0

First Name	Last Name	Email Address
------------	-----------	---------------

No records found.

[Add a Row](#) ▼

[Edit Selected](#)

[Delete Selected](#)

Add First Name, Last Name and Email Address and click “Submit.”

**MEMBER LIST** ×

If completing as an individual, this section is not required. If completing as an organization, list all members including yourself if you are a member.

**\* First Name:**

**\* Last Name:**

**\* Email Address:**

**Submit**

[Cancel](#)

2.1.10.

Once all members are added, click “Continue Application.”

**MEMBER LIST**

If completing as an individual, this section is not required. If completing as an organization, list all members including yourself if you are a member.

Showing 1-1 of 1

	First Name	Last Name	Email Address	
<input type="checkbox"/>	Rainbow	Bright	123@Gmail.Com	<a href="#">Actions ▾</a>

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

Save and Resume Later

Continue Application »

2.1.10.1.

The member(s) listed will receive an email to verify their identity; this is called Operator Member Validation. Members will be required to provide their marital status (if married or in a state registered domestic partnership, spouse or state registered domestic partner’s name and email address will be required) and the verification number and verification key provided in an email from the City of Seattle. See Section 2.2 for operator member validation instructions.

2.1.11.

On the [Short-Term Rental Operator License Application Review](#) page, review each section. If there are errors, click the “Edit” button to correct the errors.

2.1.12.

Once application is complete, click the box to agree to the certification, then click “Continue Application.”

---

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: 12/26/2018

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

2.1.13.

Application is submitted. Note: The application is not complete, and additional action is still required. All members and spouses or state registered domestic partners are required to complete their validations within 60 days. Once all are validated, the applicant will receive an email with notification that the application is available to have units added. See Section 2.4 for Unit Management.

## Thank You

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

Item

Record Number:  
[STR-OPAP-18-000162](#)

## 2.2: Operator member validation

Operator member validations are required for members that are listed on a short-term rental operator license application. All member validations and related person validations must be complete for units to be added to the application.

### 2.2.1.

You will receive an email. This email contains two codes; you will need these codes to complete the validation.

Business Name: Member Validation Inbox X

 STRTestDoNotReply <STRTestDoNotReply@seattle.gov>  
to me ▾



Hello,

Our records indicate that you were added as a member on Business Name's City of Seattle Short-Term Rental Operator License. Members of organizations are required to be validated.

If you are a member of Business Name please follow the steps listed below.

1. Log in to the Seattle Services Portal or create an account <http://cosaccela.seattle.gov/portal/>
2. Find the "Create New" section on the Home page, and select "Licenses- Short Term Rentals"
3. Click on "Short-Term Rentals and B&Bs" to expand the record selections, and choose "Operator Member Validation" and use your keys below.
  - a. STR-OPAP-18-000176
  - b. 1

If you believe you were added to this license in error, please email [str@seattle.gov](mailto:str@seattle.gov) and indicate that you wish to be removed from this license; for reference, include the two keys listed above in your email.

For more information about Seattle Short-Term Rental licensing visit <https://www.seattle.gov/business-regulations/short-term-rentals>.

Thank you,

City of Seattle

Regulatory Compliance & Consumer Protection

## 2.2.2.

Follow the link in the email to the Seattle Services Portal. If you have an account already, log in. If not, see Section 1.4 for creating an account.

After logging in, from the homepage find the Create New section, and select “Licenses – Short Term Rentals.”

The screenshot shows the Seattle Services Portal homepage. At the top, there is a blue header with the Seattle.gov logo and Mayor Jenny A. Durkan's name. Below the header, a yellow banner contains a message about technical assistance. The main content area is titled 'Seattle Services Portal' and includes navigation links for Home, My Records, and Help. A search bar is present, and the user is logged in as test1.seastr@gmail.com. The 'Create New' section is highlighted with a red box, and the 'Licenses - Short Term Rentals' option is selected. The 'Schedule' and 'Find Existing' sections are also visible.

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

If you're experiencing difficulties with the Seattle Services Portal, please read our [Frequently Asked Questions](#). If you need technical assistance, please contact [SeattleServices\\_ITHelp@seattle.gov](mailto:SeattleServices_ITHelp@seattle.gov). For other assistance, please see our list of [support contacts](#).

## Seattle Services Portal

Home My Records Help

Announcements Logged in as: test1.seastr@gmail.com Collections (0) Cart (0) Account Management Logout

**Search All Records**  
Enter an address, record number, or contact

Welcome, test1.seastr@gmail.com  
You are now logged in.

**+ Create New**

- Building Tune-Ups
- Complaints - Building & Property
- Licenses - Short Term Rentals
- Licenses - Taxi & For-Hire
- Licenses - Trade & Equipment
- Permits - Parking & Truck
- Permits - Street Use
- Permits - Trade, Construction & Land Use
- Rental Housing Registration (RRIO)

**📅 Schedule**

To schedule an **inspection** or **appointment** enter your record number in the search box above.

For more information, see [How to Schedule an Inspection or Appointment](#).

For information on how to schedule a large sign confirmation, see [How to Submit an Environmental Sign Installation Notification](#).

**🔍 Find Existing**

- Complaints - Building & Property
- Licenses - Short Term Rentals
- Licenses - Taxi & For-Hire
- Licenses - Trade & Equipment
- Permits - Parking & Truck
- Permits - Street Use
- Permits - Trade, Construction & Land Use
- Public Notices
- Rental Housing Registration (RRIO)

## 2.2.3.

A new page loads, it will prompt you to select a record type. Select “Operator Member Validation” and click the “Continue Application” button.

## Seattle Services Portal

Home My Records Help

Announcements Logged in as: test1.seastr@gmail.com Collections (0) Cart (0) Reports (1) Account Management Logout

### Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

Short-Term Rentals and B&Bs

- Bed and Breakfast Rental Operator License Application
- Operator Member Validation
- Platform License Application
- Related Person Validation
- Short-Term Rental Operator License Application

Continue Application »

## 2.2.4.A

Choose the “Select from Account” button.

## Operator Member Validation

1 Contact Information 2 Application Information 3 Review 4 Record Issuance

Step 1: Contact Information > Contact Information

You have selected to complete an Operator Member Validation. This process is to verify the identity and membership for members of Organizations applying for a Short-Term Rental or Bed and Breakfast Operator license. This process requires that the member provide the following:

- State ID or driver's license details
- Marital status
- If married or in a domestic partnership, spouse or state registered domestic partner's name and email address.
- Your Verification Number and Verification Key provided in an email from the City of Seattle

\* Indicates a required field

**\* Member (required)**

Add a contact for this application by clicking the "Select from Account" button. To add additional contacts to your account, go to Account Management.

Select from Account

Save and Resume Later Continue Application »

The contact should be the member of the organization. If the correct contact is not in your account, follow Section 5.1 to add additional contacts to your account.

If there is only one contact in your account, then that contact will be automatically selected and added to the related person validation. Green text indicating the contact is added successfully displays. Click the “Continue Application” button.

### Operator Member Validation

1 Contact Information	2 Application Information	3 Review	4 Record Issuance
-----------------------	---------------------------	----------	-------------------

Step 1: Contact Information > Contact Information

You have selected to complete an Operator Member Validation. This process is to verify the identity and membership for members of Organizations applying for a Short-Term Rental or Bed and Breakfast Operator license. This process requires that the member provide the following:

- State ID or driver’s license details
- Marital status
- If married or in a domestic partnership, spouse or state registered domestic partner’s name and email address.
- Your Verification Number and Verification Key provided in an email from the City of Seattle

\* Indicates a required field

#### \* Member (required)

Add a contact for this application by clicking the “Select from Account” button. To add additional contacts to your account, go to Account Management.

✔ Contact added successfully.

**Business Member**

**Address** 123 Member St

**Email:** te [redacted]

**Primary** [redacted]

**Secondary Phone:**

[Remove](#)

Save and Resume Later

Continue Application »

## 2.2.4.B

If more than one contact is in your account, a new window will open and offer options. Select the radio button to the left of the contact you wish to select, and then click the “Continue” button.

### Select Contact from Account ✕

Select a contact to attach to this application.  
If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-9 of 9

	Category	Type	Name
<input type="radio"/>	Associated Contact	Organization	Business Name
<input type="radio"/>	Associated Contact	Individual	Feather Bed
<input type="radio"/>	Associated Contact	Individual	Top Top
<input type="radio"/>	Associated Contact	Individual	Search House
<input type="radio"/>	Associated Contact	Individual	Search House
<input type="radio"/>	Associated Contact	Individual	Phone Book Entry
<input type="radio"/>	Associated Contact	Organization	Web Page
<input type="radio"/>	Associated Contact	Individual	Yellow Book Page
<input checked="" type="radio"/>	Associated Contact	Individual	Business Member

**Continue**

Discard Changes

Green text indicating the contact is added successfully displays. Click the “Continue Application” button.

## Operator Member Validation

1 Contact Information

2 Application Information

3 Review

4 Record Issuance

Step 1: Contact Information > Contact Information

You have selected to complete an Operator Member Validation. This process is to verify the identity and membership for members of Organizations applying for a Short-Term Rental or Bed and Breakfast Operator license. This process requires that the member provide the following:

- State ID or driver's license details
- Marital status
- If married or in a domestic partnership, spouse or state registered domestic partner's name and email address.
- Your Verification Number and Verification Key provided in an email from the City of Seattle

\* Indicates a required field

### \* Member (required)

Add a contact for this application by clicking the "Select from Account" button. To add additional contacts to your account, go to Account Management.

✔ Contact added successfully.

**Business Member**

**Address** 123 Main St

**Email:** te [REDACTED]

**Primary** [REDACTED]

**Secondary Phone:**

[Remove](#)

Save and Resume Later

Continue Application »

2.2.5.

Enter the first number listed in the email in the field provided.

Business Name: Member Validation Inbox X

 **STRTestDoNotReply** <STRTestDoNotReply@seattle.gov>  
to me ▾



Hello,

Our records indicate that you were added as a member on Business Name's City of Seattle Short-Term Rental Operator License. Members of organizations are required to be validated.

If you are a member of Business Name please follow the steps listed below.

1. Log in to the Seattle Services Portal or create an account <http://cosaccela.seattle.gov/portal/>
2. Find the "Create New" section on the Home page, and select "Licenses- Short Term Rentals"
3. Click on "Short-Term Rentals and B&Bs" to expand the record selections, and choose "Operator Member Validation" and use your keys below.

a. STR-OPAP-18-000176

b. 1

If you believe you were added to this license in error, please email [str@seattle.gov](mailto:str@seattle.gov) and indicate that you wish to be removed from this license; for reference, include the two keys listed above in your email.

For more information about Seattle Short-Term Rental licensing visit <https://www.seattle.gov/business-regulations/short-term-rentals>.

Thank you,

City of Seattle

Regulatory Compliance & Consumer Protection

## Operator Member Validation

1 Contact Information

2 Application Information

3 Review

4 Record Issuance

Step 2 : Application Information > Application Information

\* Indicates a required field

### MEMBER VALIDATION

\* Please enter the Verification Number this application is related to:

Save and Resume Later

Continue Application >

2.2.6

After you enter the first number, the second field becomes available and another question. Enter the second number from the email in the newly available field.

Business Name: Member Validation Inbox X

 STRTestDoNotReply <STRTestDoNotReply@seattle.gov>  
to me ▾



Hello,

Our records indicate that you were added as a member on Business Name's City of Seattle Short-Term Rental Operator License. Members of organizations are required to be validated.

If you are a member of Business Name please follow the steps listed below.

1. Log in to the Seattle Services Portal or create an account <http://cosaccela.seattle.gov/portal/>
2. Find the "Create New" section on the Home page, and select "Licenses- Short Term Rentals"
3. Click on "Short-Term Rentals and B&Bs" to expand the record selections, and choose "Operator Member Validation" and use your keys below.

a. STR-OPAP-18-000176

b. 1

If you believe you were added to this license in error, please email [str@seattle.gov](mailto:str@seattle.gov) and indicate that you wish to be removed from this license; for reference, include the two keys listed above in your email.

For more information about Seattle Short-Term Rental licensing visit <https://www.seattle.gov/business-regulations/short-term-rentals>

Thank you,

City of Seattle

Regulatory Compliance & Consumer Protection

## Operator Member Validation

1 Contact Information      2 Application Information      3 Review      4 Record Issuance

Step 2: Application Information > Application Information

\* Indicates a required field

### MEMBER VALIDATION

\* Please enter the Verification Number this application is related to:

Please enter the Verification Key provided in the email.:

Are you married or in a state registered domestic partnership?:  Yes  No

Save and Resume Later

Continue Application »

## 2.2.7

Answer yes or no to the third question. If “yes” is selected, then additional fields for the spouse or state registered domestic partner’s first name, last name and email address will be required. The spouse or state registered domestic partner will be required to complete a related person validation; see section 2.3 for instructions.

Click the “Continue Application” button.

## Operator Member Validation

1 Contact Information      2 Application Information      3 Review      4 Record Issuance

Step 2: Application Information > Application Information

\* Indicates a required field

### MEMBER VALIDATION

\* Please enter the Verification Number this application is related to:

Please enter the Verification Key provided in the email.:

Are you married or in a state registered domestic partnership?  Yes  No

\* Spouse/State Registered Domestic Partner First Name:

\* Spouse/State Registered Domestic Partner Last Name:

\* Spouse/State Registered Domestic Partner Email:

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

2.2.8.

Review the information entered to confirm it is correct. If changes are needed, click the edit button in the section that needs changing. Click the “Edit” button.

### Operator Member Validation

1 Contact Information      2 Application Information      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

Operator Member Validation

Member [Edit](#)

Individual  
Business Member  
123 Member St  
SEATTLE, WA, 48483  
United States  
Primary Phone: (+1)479-945-8548  
Email: test2.seastr@gmail.com

#### MEMBER VALIDATION

[Edit](#)

Please enter the Verification Number this application is related to: STR-OPAP-18-000176

Please enter the Verification Key provided in the email.: 1

Are you married or in a state registered domestic partnership?: Yes

Spouse/State Registered Domestic Partner First Name: Spouse

Spouse/State Registered Domestic Partner Last Name: Name

Spouse/State Registered Domestic Partner Email: name@spouse.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 »](#)

## 2.2.9.

Once you have reviewed the details and confirmed the information is correct, check the box at the bottom of the page, then click the “Continue Application” button.

## Operator Member Validation

1 Contact Information      2 Application Information      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

Operator Member Validation

#### Member [Edit](#)

Individual  
Business Member  
123 Member St  
SEATTLE, WA, 48483  
United States  
Primary Phone: (+1)479-945-8548  
Email: test2.seastr@gmail.com

### MEMBER VALIDATION [Edit](#)

Please enter the Verification Number this application is related to:	STR-OPAP-18-000178
Please enter the Verification Key provided in the email.:	1
Are you married or in a state registered domestic partnership?:	Yes
Spouse/State Registered Domestic Partner First Name:	Spouse
Spouse/State Registered Domestic Partner Last Name:	Name
Spouse/State Registered Domestic Partner Email:	name@spouse.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: 12/30/2018

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

## 2.2.10.

The thank you page loads and indicates you have completed all of the required information.

## Thank You

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

Item
------

Record Number:  
[\[REDACTED\]](#)

### 2.3: Related person validation

Related person validations are required to be completed by any spouse or state registered domestic partner of an applicant or any member of a principal applicant. All related person validations and member validations must be complete for units to be added to the application.

If an applicant or a member of an LLC, corporation or partnership is married or in a state registered domestic partnership the person is required to list their spouse or state registered domestic partner. Below are the steps the spouse or state registered domestic partner will be required to take.

2.3.1.

You will receive an email. This email contains two codes; you will need these codes to complete the validation.

Bismark South Dakota: Spouse/State Registered Domestic Partner Validation Inbox x  

 **STRTestDoNotReply** <STRTestDoNotReply@seattle.gov> to me 11:11 AM (1 minute ago)   

 **Seattle**  
Finance &  
Administrative Services

Hello,

Our records indicate that you were added as the spouse or state registered domestic partner of Bismark South Dakota for a City of Seattle Short-Term Rental Operator License. Spouses and state registered domestic partners of applicants and members are required to be validated.

If you are Bismark South Dakota's spouse or state registered domestic partner, please follow the steps for validation listed below:

1. Log in to the Seattle Services Portal or create an account <https://cosaccela.seattle.gov/portal/>
2. Find the "Create New" section on the Home screen, and select "Licenses - Short Term Rentals"
3. Click on "Short-Term Rentals and B&Bs" to expand the record selections, then select "Related Person Validation" and use your keys below.

- a. STR-OPAP-18-000164
- b. 1

If you are not Bismark South Dakota's spouse or state registered domestic partner, please email [str@seattle.gov](mailto:str@seattle.gov) and indicate that you wish to be removed from this license; for reference, include both keys above in your email. For more information about Seattle Short-Term Rental Licensing please visit <https://www.seattle.gov/business-regulations/short-term-rentals>. If you have questions about Short-Term Rental licensing, please contact customer service at 206-306-1267 or [str@seattle.gov](mailto:str@seattle.gov).

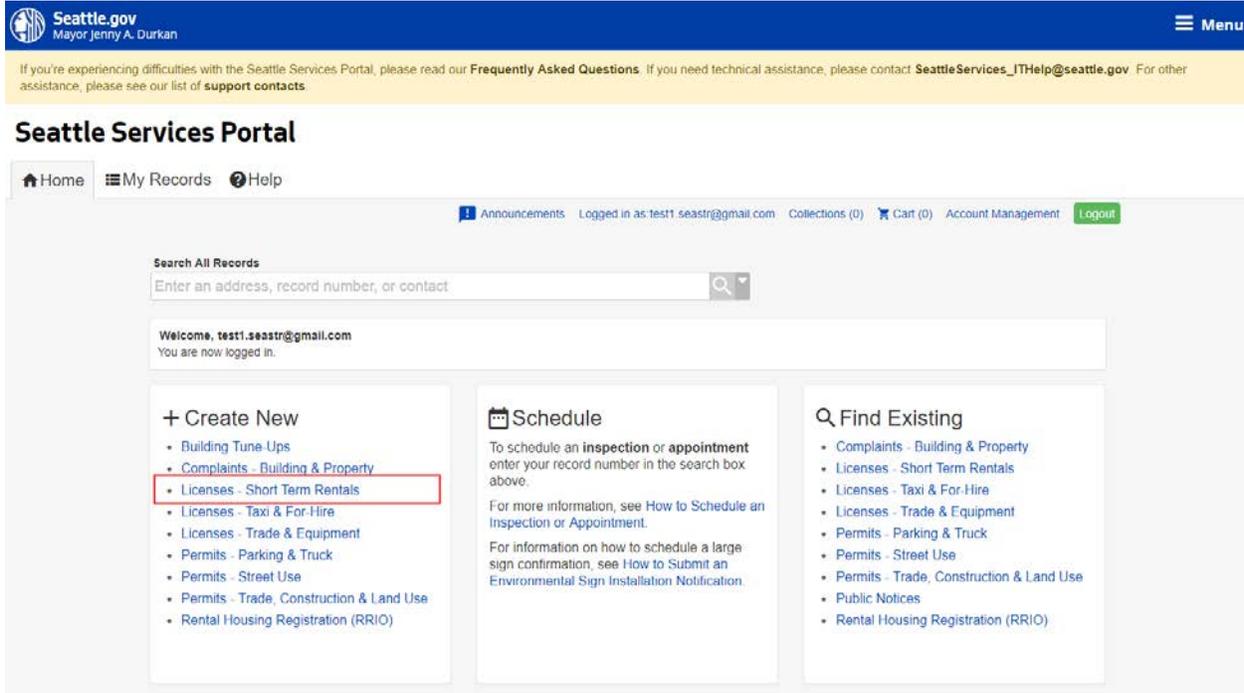
Thank you,  
City of Seattle  
Regulatory Compliance & Consumer Protection

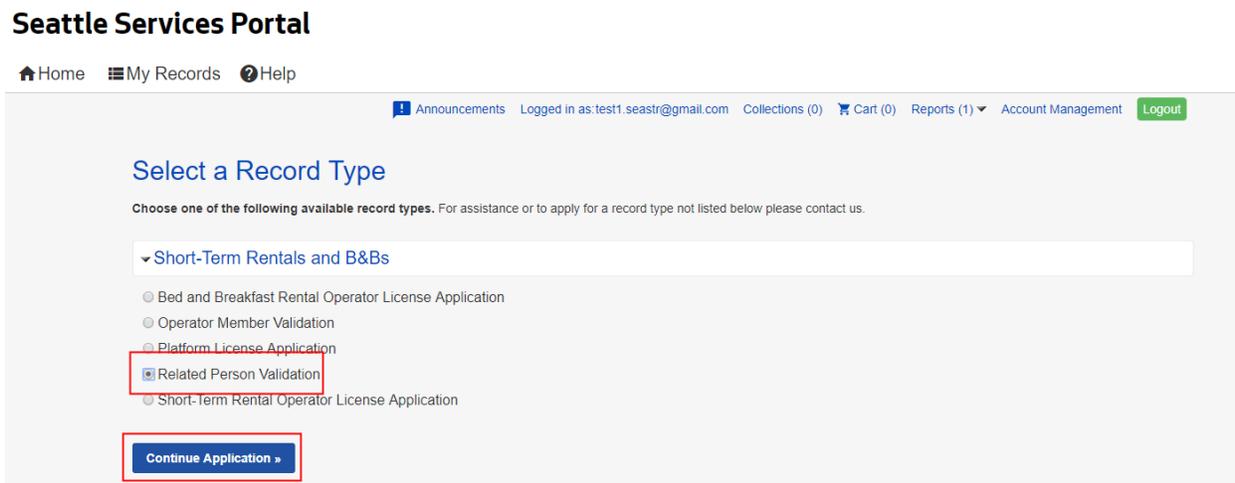
2.3.2.

Follow the link in the email to the Seattle Services Portal. If you have an account already, log in. If not, see Section 1.4 for creating an account.

After logging in, from the homepage find the Create New section, and select “Licenses – Short Term Rentals.”



A new page loads and prompts you to select a record type. Select “Related Person Validation” and click the “Continue Application” button.



Choose the "Select from Account" button.

## Related Person Validation

1 Contact Information

2 Application Information

3 Review

4 Record Issuance

Step 1 : Contact Information > Contact Information

You have selected to complete a Related Person Validation. This process is to verify the identity of the spouse or state registered domestic partner of an organization's member or applicant for a Short-Term Rental Operator License. This process requires that the spouse of state registered domestic partner have the following:

- Your Verification Number and Verification Key provided in an email from the City of Seattle

\* Indicates a required field

### \* Contact (required)

Add a contact for this application by clicking the "Select from Account" button. To add additional contacts to your account, go to Account Management.

Select from Account

Save and Resume Later

Continue Application »

The contact should be the spouse or state registered domestic partner of the applicant or member. If the correct contact is not in your account, follow Section 2.3 to add additional contacts to your account.

If there is only one contact in your account, that contact will be automatically selected and added to the related person validation. Green text indicating the contact is added successfully displays. Click the “Continue Application” button.

## Related Person Validation

1 Contact Information

2 Application Information

3 Review

4 Record Issuance

Step 1: Contact Information > Contact Information

You have selected to complete a Related Person Validation. This process is to verify the identity of the spouse or state registered domestic partner of an organization's member or applicant for a Short-Term Rental Operator License. This process requires that the spouse of state registered domestic partner have the following:

- Your Verification Number and Verification Key provided in an email from the City of Seattle

\* Indicates a required field

### \* Contact (required)

Add a contact for this application by clicking the "Select from Account" button. To add additional contacts to your account, go to Account Management.

✔ Contact added successfully.

test1 seastr

Address:

Email: dpd

Primary Ph

Secondary

[Remove](#)

[Save and Resume Later](#)

[Continue Application »](#)

If more than one contact is in your account, a new window will open and offer options. Select the radio button to the left of the contact you wish to select, then click the “Continue” button.

### Select Contact from Account ×

Select a contact to attach to this application.  
If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-3 of 3

Category	Type	Name
<input checked="" type="radio"/> Associated Contact	Individual	test1 seastr
<input type="radio"/> Associated Contact	Organization	teststr1 LLC
<input type="radio"/> Associated Contact	Individual	Bismark South Dakota

**Continue** Discard Changes

Green text indicating the contact is added successfully displays. Click the “Continue Application” button.

### Related Person Validation

1 Contact Information
2 Application Information
3 Review
4 Record Issuance

Step 1 : Contact Information > Contact Information

You have selected to complete a Related Person Validation. This process is to verify the identity of the spouse or state registered domestic partner of an organization's member or applicant for a Short-Term Rental Operator License. This process requires that the spouse of state registered domestic partner have the following:

- Your Verification Number and Verification Key provided in an email from the City of Seattle

\* Indicates a required field

**\* Contact (required)**

Add a contact for this application by clicking the "Select from Account" button. To add additional contacts to your account, go to Account Management.

✔ Contact added successfully.

**test1 seastr**

**Address:** [Redacted]

**Email:** dpd [Redacted]

**Primary Pr** [Redacted]

**Secondary** [Redacted]

[Remove](#)

Save and Resume Later
**Continue Application »**

Enter the first number listed in the email in the field provided.

Bismark South Dakota: Spouse/State Registered Domestic Partner Validation Inbox x  

 **STRTestDoNotReply** <STRTestDoNotReply@seattle.gov> 11:11 AM (2 hours ago)   

 **Seattle**  
Finance &  
Administrative Services

Hello,

Our records indicate that you were added as the spouse or state registered domestic partner of Bismark South Dakota for a City of Seattle Short-Term Rental Operator License. Spouses and state registered domestic partners of applicants and members are required to be validated.

If you are Bismark South Dakota's spouse or state registered domestic partner, please follow the steps for validation listed below.

1. Log in to the Seattle Services Portal or create an account <https://cosaccela.seattle.gov/portal/>
2. Find the "Create New" section on the Home screen, and select "Licenses - Short Term Rentals"
3. Click on "Short-Term Rentals and B&Bs" to expand the record selections, then select "Related Person Validation" and use your keys below.

a. STR-OPAP-18-000164  
b. 1

If you are not Bismark South Dakota's spouse or state registered domestic partner, please email [str@seattle.gov](mailto:str@seattle.gov) and indicate that you wish to be removed from this license; for reference, include both keys above in your email.

For more information about Seattle Short-Term Rental Licensing please visit <https://www.seattle.gov/business-regulations/short-term-rentals>. If you have questions about Short-Term Rental licensing, please contact customer service at 206-386-1267 or [str@seattle.gov](mailto:str@seattle.gov).

Thank you,  
City of Seattle  
Regulatory Compliance & Consumer Protection

## Related Person Validation

- 1 Contact Information
- 2 Application Information
- 3 Review
- 4 Record Issuance

Step 2: Application Information > Application Information

\* Indicates a required field

### RELATED PERSON VALIDATION

\* Please enter the Verification Number this application is related to:

Save and Resume Later

Continue Application »

After you enter the first number, the second field becomes available. Enter the second number from the email in the newly available field and click the "Continue Application" button

Bismark South Dakota: Spouse/State Registered Domestic Partner Validation Inbox x

STRTestDoNotReply <STRTestDoNotReply@seattle.gov> 11:11 AM (2 hours ago) ☆ ↶ ⋮

to me ▾

 **Seattle**  
Finance &  
Administrative Services

Hello,

Our records indicate that you were added as the spouse or state registered domestic partner of Bismark South Dakota for a City of Seattle Short-Term Rental Operator License. Spouses and state registered domestic partners of applicants and members are required to be validated.

If you are Bismark South Dakota's spouse or state registered domestic partner, please follow the steps for validation listed below.

1. Log in to the Seattle Services Portal or create an account <https://cosaccela.seattle.gov/portal/>
2. Find the "Create New" section on the Home screen, and select "Licenses - Short Term Rentals"
3. Click on "Short-Term Rentals and B&Bs" to expand the record selections, then select "Related Person Validation" and use your keys below.

a. STR-OPAP-18-000164

b. 1

If you are not Bismark South Dakota's spouse or state registered domestic partner, please email [str@seattle.gov](mailto:str@seattle.gov) and indicate that you wish to be removed from this license; for reference, include both keys above in your email.

For more information about Seattle Short-Term Rental Licensing please visit <https://www.seattle.gov/business-regulations/short-term-rentals>. If you have questions about Short-Term Rental licensing, please contact customer service at 206-386-1267 or [str@seattle.gov](mailto:str@seattle.gov).

Thank you,  
City of Seattle  
Regulatory Compliance & Consumer Protection

## Related Person Validation

1 Contact Information      2 Application Information      3 Review      4 Record Issuance

Step 2: Application Information > Application Information

\* Indicates a required field

**RELATED PERSON VALIDATION**

\* Please enter the Verification Number this application is related to:

Please enter the Verification Key provided in the email.:

Review the information entered to confirm it is correct. If changes are needed, click the edit button in the section that needs changing. Click the "Edit" button.

### Related Person Validation

1 Contact Information      2 Application Information      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

Related Person Validation

#### Contact

Edit

Individual  
test1 seastr  
700 5th ave  
SEATTLE, WA, 98101  
United States  
Primary Phone: (+1)206-684-5982  
Email: dpd\_test\_accela@seattle.gov

#### RELATED PERSON VALIDATION

Edit

Please enter the Verification Number this application is related to: STR-OPAP-18-000164  
Please enter the Verification Key provided in the email.: 1

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 »

Once you have reviewed the details, and confirmed the information is correct, check the box at the bottom of the page, then click the "Continue Application" button.

## Related Person Validation

1 Contact Information      2 Application Information      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

Related Person Validation

#### Contact

[Edit](#)

Individual  
 test1 seastr  
 700 5th ave  
 SEATTLE, WA, 98101  
 United States  
 Primary Phone: (+1)206-684-5982  
 Email: dpd\_test\_accela@seattle.gov

### RELATED PERSON VALIDATION

[Edit](#)

Please enter the Verification Number this application is related to: STR-OPAP-18-000164  
 Please enter the Verification Key provided in the email.: 1

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: 12/28/2018

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

The thank you page loads and indicates you have completed all of the required information.

## Thank You



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

Item

Record Number:  
[STR-OPRV-18-000045](#)

### 2.4: Unit management

After all members and spouses/state registered domestic partners complete validations, the applicant will receive an email indicating the application is in a status of “pending” and is ready to add units.

#### 2.4.1.

After logging in, from the Seattle Services Portal homepage, click the “My Records” tab and select “Licenses – Short Term Rentals.”

The screenshot shows the Seattle Services Portal interface. At the top, there are navigation links for Home, My Records, and Help. Below this is a search bar and a user profile section showing 'Logged in as: test2.seastr@gmail.com'. A dropdown menu is open under 'My Records', listing various categories. The 'Licenses - Short Term Rentals' option is highlighted with a red box. Other options in the menu include My Records Overview, Building Tune-Ups, Complaints - Building & Property, Licenses - Taxi & For-Hire, Licenses - Trade & Equipment, Permits - Parking & Truck, Permits - Street Use, Permits - Trade, Construction & Land Use, and Rental Housing Registration (RRIO). On the right side of the page, there are sections for 'Schedule' and 'Find Existing' with links to various services.

## 2.4.2.

Locate the license application, and click “Add/Edit Units or Manage License.”

**Seattle Services Portal**

Home My Records Help

Announcements Logged in as: test2.seastr@gmail.com Collections (0) Cart (0) Reports (1) Account Management Logout

### My Short Term Rental License Records

Showing 1-10 of 27 | 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"/>	12/31/2018	STR-OPAP-18-000177	Short-Term Rental Operator License Application				Pending	Add/Edit Units or Manage License	

## 2.4.3.

Select “Unit Amendment” and then click the “Continue Application” button.

**Seattle Services Portal**

Home My Records Help

Announcements Logged in as: test2.seastr@gmail.com Collections (0) Cart (0) Reports (1) Account Management Logout

### 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 »

2.4.4.

The next page displays the contact information for the applicant. Click the “Continue Application” button.

### Unit Amendment

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

Step 1: Contact Information > Contact Information

\* Indicates a required field

#### Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

**Business Member**  
**Address:** 123 Member St  
 SEATTLE, WA, 48483  
**Email:** test2.seastr@gmail.com  
**Primary Phone:** (+1)479-945-8548  
**Secondary Phone:**

Save and Resume Later    **Continue Application »**

2.4.5.

The next page displays an interface to add units. Click the “Add Unit” button.

### Unit Amendment

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

Step 2: Application Detail > Application Detail

#### Unit Management

If you are registering units operated before September, 30, 2017, please enter those units first. The first unit you enter will determine your primary region

Details	Remove	Unit Record ID	Address	Description	Registered Date	Status	Type
<b>Add Unit</b>	Complete Submission	Please click the Complete Submission button once you have finished entering your units					

Save and Resume Later    Continue Application »

2.4.6.

A window appear to enter address fields. Street number and street name are required fields. Then click the “Search Address” button.

before September 30, 2017, please enter those units first. The first unit you enter will determine your primary region

2.4.7.

The window then displays search results for addresses within the city of Seattle. Select the radio button to the left of the address that matches your unit, then click the “Select Address” button.

Address		
<input type="radio"/> 700 5th Ave, Seattle, Washington, 98104	-122.32982611957	47.6045217940815
<input type="radio"/> 700 5th Ave N, Seattle, Washington, 98109	-122.34747974837	47.6255705531766
<input checked="" type="radio"/> 700 5th Ave S, Seattle, Washington, 98104	-122.327640885515	47.5964390954758
<input type="radio"/> 700 5th Ave W, Seattle, Washington, 98119	-122.363236198094	47.6257826980939

2.4.8.

The window loads for entering details about the unit. Additional fields display and become required depending on selections made. Complete all required fields, and then click the “Verify Unit” button.

Unit Record ID  
Region  
Type  
Property Type  
Unit Number  
Description  
Primary Residence  
RRIO Registration  
Number of Bedrooms  
Have you been operating this unit prior to September 30, 2017?  
I certify that I am the owner of this unit

In Seattle  
STR  
Mother-In-Law  
B  
Unit is the back yard cottage. Entry via the path to the right of the main house.  
No  
123-123456  
1  
Record Not Found  
Record Not Found  
If Mother-in-Law Unit, is it attached?  
Yes No  
Yes No

Registered Date  
Status

Verify Unit Cancel

2.4.9.

If the unit fails to verify, then red highlighted text will display at the top of the screen. If the unit passes verification, then green highlighted text will display. Once the unit is verified, click the “Save” button.

**This unit has been verified**

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

Unit Record ID: Registered Date: Status: Verified

Region: In Seattle Property Type: Mother-In-Law Unit Number: 5

Description: Unit is the back yard cottage. Entry via the path to the right of the main house.

Primary Residence:  Yes  No

RRIO Registration: 123-123456 Record Not Found RRIO Address: Record Not Found

Number of Bedrooms: 1 If Mother-in-Law Unit, is it attached?  Yes  No

Have you been operating this unit prior to September 30, 2017?  Yes  No

I certify that I am the owner of this unit

Save Cancel

2.4.10.

After saving, the unit is added to the Unit Management page. To add another unit, follow steps 2.4.5-2.4.9 again. Once all units are added, click the “Complete Submission” button. Green text will display indicating the submission was completed successfully.

If you are registering units operated before September, 30, 2017, please enter those units first. The first unit you enter will determine your primary region

Details	Remove	Unit Record ID	Address	Description	Registered Date	Status	Type
			B - 700 9th AVE S	Unit is the back yard cottage. Entry via the path to the right of the main house.	12/31/2018	Verified	STR

Street Number: 700 Street Name: 5th Street Suffix: S Street Type: AVE Unit Number: B Registered Date: 12/31/2018 Status: Verified Type: STR

Property Type: Mother-In-Law Description: Unit is the back yard cottage. Entry via the path to the right of the main house. Region: In Seattle Primary Residence: No RRIO Registration: 123-123456 RRIO Address: Record Not Found Number of Bedrooms: 1 Have you been operating this unit prior to September 30, 2017? Yes If Mother-in-Law Unit, is it attached? No I certify that I am the owner of this unit: Yes I certify that I have permission from the owner to operate this unit: No

Add Unit Complete Submission Submission completed successfully

Save and Resume Later Continue Application »

2.4.11.

Click the “Continue Application” button.

If you are registering units operated before September, 30, 2017, please enter those units first. The first unit you enter will determine your primary region

Details	Remove	Unit Record ID	Address	Description	Registered Date	Status	Type
			B - 700 5th AVE S	Unit is the back yard cottage. Entry via the path to the right of the main house.	12/31/2018	Verified	STR

Street Number	700	Street Prefix	
Street Name	5th	Street Type	AVE
Street Suffix	S	Unit Number	B
Unit Record ID:		Registered Date	12/31/2018
Property Type	Mother-in-Law	Status	Verified
Description	Unit is the back yard cottage. Entry via the path to the right of the main house.	Type	STR
Region	In Seattle	Primary Residence	No
Other Type		RRIO Registration	123-123456
Number of Bedrooms	1	RRIO Address	Record Not Found
Have you been operating this unit prior to September 30, 2017?	Yes	If Mother-in-Law Unit, is it attached?	No
I certify that I am the owner of this unit	Yes	I certify that I have permission from the owner to operate this unit.	No
Washington State Transient Accommodation			

Add Unit Complete Submission Submission completed successfully

Save and Resume Later Continue Application »

2.4.12.

Review the information entered. Note: Units entered do not display on this page. To make edits to the information entered, click the “Edit” button or click on the “Application Detail” breadcrumb.

### 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  
 Business Member  
 123 Member St  
 SEATTLE, WA, 48483  
 United States  
 Primary Phone: (+1)479-945-8548  
 Email: test2.seastr@gmail.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 »

## 2.4.13.

When all of the information has been reviewed, click the check box indicating you agree to the certification, and then click the “Continue Application” button.

### 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  
Business Member  
123 Member St  
SEATTLE, WA, 48483  
United States  
Primary Phone: (+1)479-945-8548  
Email: test2.seastr@gmail.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: 12/31/2018

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

## 2.4.14.

The Application Fees page loads. Click the “Check Out” button to pay for the license.

## 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
<b>TOTAL FEES:</b>		<b>\$75.00</b>

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

**Check Out »**

## 2.4.15.

The Cart page loads. Click the “Edit Cart” button if you need to make changes to your cart, or click the “Checkout” button to proceed to entering payment information.

## 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  
18TMP-159517   Total due: \$75.00

---

\$75.00

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

2.4.16.

Enter Payment information, and then click the “Submit Payment” button.

## Payment Options

Amount to be charged: \$75.00

 Pay with Credit Card

## Credit Card Information:

* Card Type:	* Card Number:	* Security Code:
Visa		123
* Name on Card:	* Expiration Date:	
Name	01	2020

## Credit Card Holder Information:

Auto-fill with Business Name

Country:  
United States

\* Street Address:  
123 front st

\* City: SEATTLE      \* State: WA      \* Zip: 48493

\* Phone:  
(+ 1 )

Email:

**Submit Payment »**

2.4.17.

The Thank You screen loads.

# Seattle Services Portal

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

[! Announcements](#) Logged in as: test2.seastr@gmail.com

## Thank You



We received your information.

Item

Record Number:

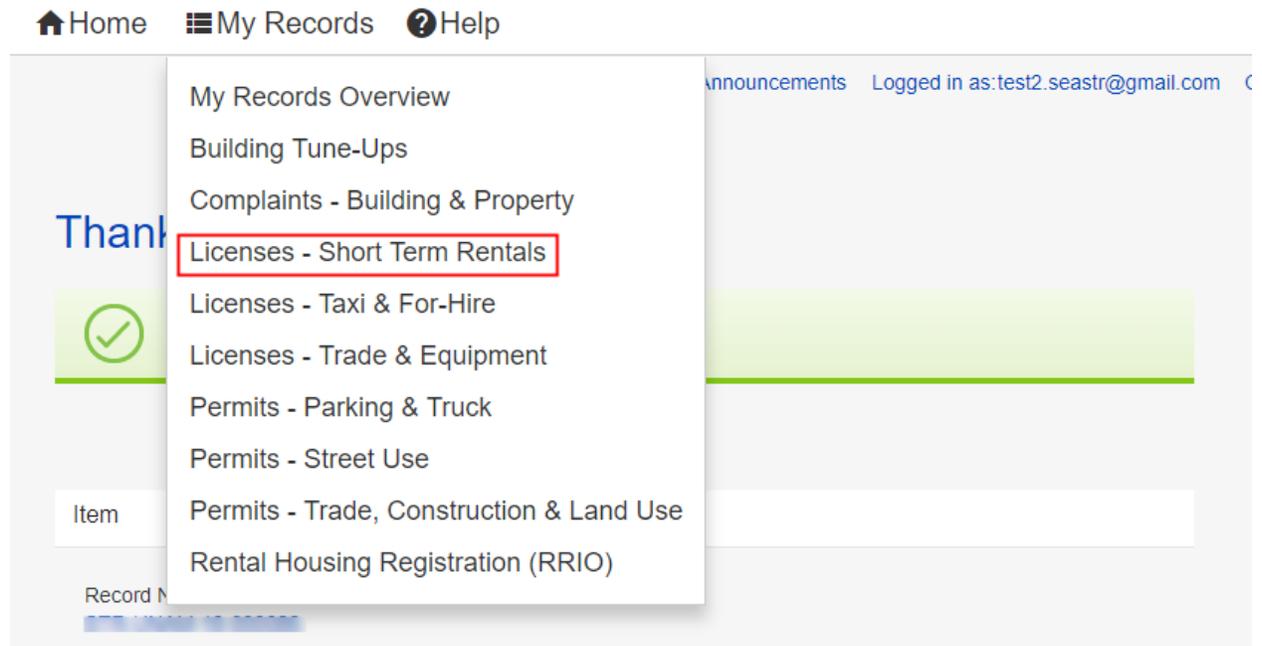
[REDACTED]

## 2.5: Viewing the license

### 2.5.1.

To view the license, click the “My Records” tab and select “Licenses – Short Term Rentals.”

## Seattle Services Portal



## 2.5.2.

The My Records section will now include a record for the short-term rental operator license application, the unit amendment record, a record for each short-term rental unit, and the short-term rental operator license. Click on the record number for the short-term rental operator license.

## Seattle Services Portal

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

[Announcements](#)
 Logged in as: test2.seastr@gmail.com
 [Collections \(0\)](#)
[Cart \(0\)](#)
[Reports \(1\)](#)
[Account Management](#)
[Logout](#)

### My Short Term Rental License Records

Showing 1-10 of 30 | [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"/>	12/31/2018	<a href="#">STR-STUN-18-000113</a>	Short-Term Rental Unit		Short-Term Rental Unit		Active		
<input type="checkbox"/>	12/31/2018	<a href="#">STR-OPLI-18-000053</a>	Short-Term Rental Operator License		Short-Term Rental Operator License	12/31/2019	Active	<a href="#">Add/Edit Units or Manage License</a>	
<input type="checkbox"/>	12/31/2018	<a href="#">STR-UNAM-18-000086</a>	Unit Amendment						
<input type="checkbox"/>	12/31/2018	<a href="#">STR-OPAP-18-000177</a>	Short-Term Rental Operator License Application				Issued		

2.5.3.

The record details page loads. Click "Attachments."

## Record STR-OPLI-18-000053

### Short-Term Rental Operator License

Record Status: Active

Expiration Date: 12/31/2019

#### Record Info:

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

#### Payments:

[Fees](#)[Custom Component](#)

## Location

## Record Details

**Applicant:**

Individual  
Business Member  
123 Member St  
SEATTLE, WA, 48483  
United States

**Project Description:**

Short-Term Rental Operator License

2.5.4.

Click "Operator License report.pdf."

### Record STR-OPLI-18-000053

Add to cart  
Add to collection

**Short-Term Rental Operator License**

Record Status: Active  
Expiration Date: 12/31/2019

---

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-18-000053	Short-Term Rental Operator License	Record	Operator License report	404.16 KB	12/31/2018	<a href="#">Actions</a> ▼	Short-Term Rental Operator License - STR-OPLI-18-000053

## 2.5.5.

Viewing will depend on your browser settings. In Chrome, the pdf downloads to the bottom bar of the browser. Click on the pdf to open.

## Attachments

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

Name	Record ID
<a href="#">Operator License report.pdf</a>	STR-OPLI-18-000053

[Select](#)

 STR\_024\_Operator....pdf ^

2.5.6.

Depending on your browser settings, the pdf may open in a new tab/window or in a PDF viewing application.



## Section 3: Bed-and-breakfast rental operator licensing

### 3.1: Bed-and-breakfast rental operator license application

#### 3.1.1.

From the Seattle Services Portal homepage (<https://cosaccela.seattle.gov>), find the Create New section, and select “Licenses – Short Term Rentals.”

The screenshot shows the Seattle Services Portal homepage. At the top, there is a blue header with the Seattle.gov logo and Mayor Jenny A. Durkan's name. Below the header is a yellow banner with a message about technical assistance. The main content area is titled 'Seattle Services Portal' and includes navigation links for Home, My Records, and Help. There are also links for Announcements, Register for an Account, and Login. A search bar is present with the text 'Search All Records' and a placeholder 'Enter an address, record number, or contact'. Below the search bar are three main sections: 'Create New', 'Schedule', and 'Find Existing'. The 'Create New' section has a red box around the 'Licenses - Short Term Rentals' link. The 'Schedule' section provides instructions on how to schedule an inspection or appointment. The 'Find Existing' section lists various record types.

#### 3.1.2.

Click Bed and Breakfast Rental Operator License Application then 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 please contact us.

### ▼ Short-Term Rentals and B&Bs

Bed and Breakfast Rental Operator License Application

Operator Member Validation

Platform License Application

Related Person Validation

Short-Term Rental Operator License Application

[Continue Application »](#)

## 3.1.3.

Add a contact for this application by clicking the “Select from Account” button

**\* Applicant (required)**

Add a contact for this application by clicking the "Select from Account" button. To add additional contacts to your account, go to Account Management.

[Select from Account](#)

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

## 3.1.4.

After contact has been added click “Continue Application.”

**\* Applicant (required)**

Add a contact for this application by clicking the "Select from Account" button. To add additional contacts to your account, go to Account Management.

✔ **Contact added successfully.**

**Rainbow Bright**

**Address:** 1420 Java Lane  
Columbia, SC, 29204

**Email:** 1234@Gmail.Com

**Primary Phone:** (+1)123-456-7890

**Secondary Phone:**

[Remove](#)

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

3.1.5.

Under City Business License Details enter the “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.

\* Customer Number:

Customer Number Status:

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

Open Date:  

3.1.6.

Under Member List: If completing as an individual, this section is not required.

### MEMBER LIST

If completing as an individual, this section is not required. If completing as an organization, list all members including yourself if you are a member.

Showing 0-0 of 0

First Name	Last Name	Email Address
------------	-----------	---------------

No records found.

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

## 3.1.7.

If completing as an organization, list all members including yourself (if you are a member) by clicking “Add A Row.”

### MEMBER LIST

If completing as an individual, this section is not required. If completing as an organization, list all members including yourself if you are a member.

Showing 0-0 of 0

First Name	Last Name	Email Address
No records found.		

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

Add First Name, Last Name and Email Address and click “Submit.”

### MEMBER LIST

If completing as an individual, this section is not required. If completing as an organization, list all members including yourself if you are a member.

\* **First Name:** Rainbow

\* **Last Name:** Bright

\* **Email Address:** 123@gmail.com

**Submit** **Cancel**

## 3.1.8.

Once Members are added, click “Continue Application.”

### MEMBER LIST

If completing as an individual, this section is not required. If completing as an organization, list all members including yourself if you are a member.

Showing 1-1 of 1

<input type="checkbox"/>	First Name	Last Name	Email Address	
<input type="checkbox"/>	Rainbow	Bright	123@gmail.com	<a href="#">Actions ▾</a>

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

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

## 3.1.8.1.

The member(s) listed will receive an email to verify their identity; this is called operator member validation. Members will need their verification number and verification key provided in an email from the City of Seattle. See Section 2.2 for member validations. Note: Bed-and-breakfast members will not be required to answer questions about the member’s spouse/state registered domestic partner.

3.1.9 On the Bed-and-breakfast Rental Operator License Application page, review each section. If there are errors, click the “Edit” button to correct the errors.

3.1.10. Once application is complete check the box to agree to the above certification, then click “Continue Application.”

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: 12/27/2018

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

## 3.1.11.

Application is submitted. Note: The application is not complete, and additional action is still required. All members are required to complete their validations within 60 days. Once all are validated, the applicant will receive an email with notification that the application is available to have units added. See Section 2.4 for Unit Management. Required fields for bed-and-breakfast units are slightly different than short-term rentals.

## Thank You



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

Item

Record Number:

[STR-BB-OPAP-18-000060](#)

## Section 4: Platform licensing

### 4.1.

From the Seattle Services Portal homepage (<https://cosaccela.seattle.gov>), find the Create New section, and select “Licenses – Short Term Rentals.”

The screenshot shows the Seattle Services Portal homepage. At the top, there is a blue header with the Seattle.gov logo and Mayor Jenny A. Durkan's name. Below the header is a yellow banner with a message about technical assistance. The main content area is titled "Seattle Services Portal" and includes navigation links for Home, My Records, and Help. There are also links for Announcements, Register for an Account, and Login. A search bar is present with the placeholder text "Enter an address, record number, or contact". Below the search bar are three main sections: "Create New", "Schedule", and "Find Existing". The "Create New" section has a red box around the "Licenses - Short Term Rentals" link. The "Schedule" section provides instructions on how to schedule an inspection or appointment. The "Find Existing" section lists various record types.

### 4.2.

Click on [Platform License Application](#) and then 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 please contact us.

### ▼ Short-Term Rentals and B&Bs

- Bed and Breakfast Rental Operator License Application
- Operator Member Validation
- Platform License Application
- Related Person Validation
- Short-Term Rental Operator License Application

[Continue Application »](#)

4.3.

Add a contact for this application by clicking the "Select from Account" button.

**\* Applicant (required)**

Add a contact for this application by clicking the "Select from Account" button. To add additional contacts to your account, go to Account Management.

[Select from Account](#)

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

4.4.

After contact has been added click "Continue Application."

**\* Applicant (required)**

Add a contact for this application by clicking the "Select from Account" button. To add additional contacts to your account, go to Account Management.

✔ **Contact added successfully.**

**Rainbow Bright**

**Address:** 1420 Java Lane  
Columbia, SC, 29204

**Email:** 1234@Gmail.Com

**Primary Phone:** (+1)123-456-7890

**Secondary Phone:**

[Remove](#)

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

4.5.

Under Location Info click “Yes or No” to indicate if you have 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 &gt; Application Detail

\* Indicates a required field

### LOCATION INFO

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

4.6.1.

If yes: Enter the address and click “Search.”

### Address

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

\* Number:  Prefix: --Select-- \* Street Name:  Type: --Select-- Suffix: --S-- Unit No.:

Search

Clear

## 4.6.2.

Under City Business License Details enter the “Customer Number.”

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.

\* Customer Number:

Customer Number Status:

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

Open Date:  

## 4.7.

After entering the customer number, click “Continue Application” in the bottom right corner of the page.

**Continue Application »**

## 4.8.

On the Platform License Application Review page, review each section. If there are errors, click the “Edit” button to correct the errors.

## 4.9.

Once application is complete check the box to agree to the above certification then click “Continue Application.”

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: 12/27/2018

4.10.

Application is submitted.

## Thank You



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

700 5TH AVE

Record Number:  
[STR-PLAP-18-000027](#)

## Section 5: Account management

### 5.1: Adding contacts to account

#### 5.1.1.

From any page in the Seattle Services Portal, click on “Account Management” in the upper right side of the page.

**Seattle Services Portal**

Home My Records Help

Announcements Logged in as: test2.seastr@gmail.com Collections (0) Cart (0) **Account Management** Logout

**Search All Records**  
Enter an address, record number, or contact

Welcome, test2.seastr@gmail.com  
You are now logged in.

+ Create New Schedule Find Existing

5.1.2.

Scroll down to the “Contact Information” section and click the “Add a Contact” button.

### Manage Your Account

Your current account information is shown below. Click an Edit button to update information within a section.

#### Account Type

Seattle Services Portal

#### Login Information

Edit

User Name: test2.seastr@gmail.com  
 Email: test2.seastr@gmail.com  
 Password: \*\*\*\*\*  
 Security Question: what city are you in

#### License Information

Add a License

You may add professional license(s) to your account by clicking the Add a License button. We may need to validate your professional license(s) before you can use it.

Showing 0-0 of 0

License Number	License Type	Expiration Date	Status	Action
----------------	--------------	-----------------	--------	--------

No records found.



#### Contact Information

Add a Contact

If you want to change your primary contact, see [Get Support](#).

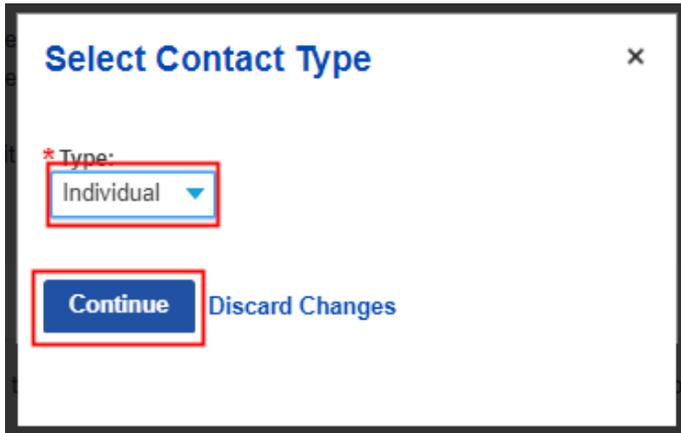
Showing 1-9 of 9 | [Download Results](#)

First Name	Last Name	Business Name	Action
------------	-----------	---------------	--------

Business Name      Actions ▾

## 5.1.3.

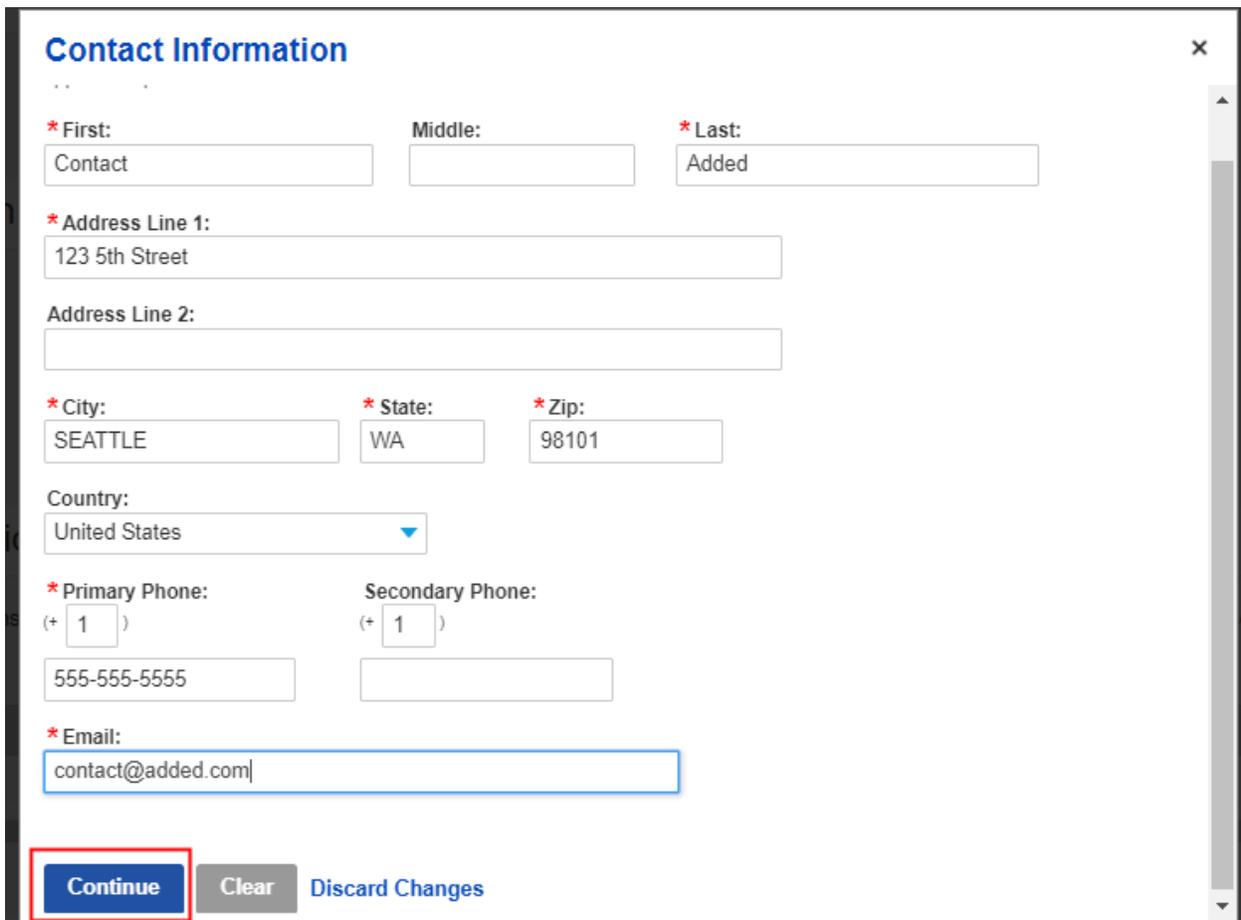
A new window opens. Select a contact type then click the “Continue” button.



The screenshot shows a dialog box titled "Select Contact Type" with a close button (X) in the top right corner. Below the title, there is a label "\* Type:" followed by a dropdown menu currently showing "Individual". Below the dropdown, there are two buttons: "Continue" and "Discard Changes". Both the dropdown menu and the "Continue" button are highlighted with a red rectangular border.

## 5.1.4.

Enter the required contact fields then click the “Continue” button.



The screenshot shows a form titled "Contact Information" with a close button (X) in the top right corner. The form contains several required fields marked with an asterisk (\*):

- \* First: Text input field containing "Contact".
- Middle: Text input field.
- \* Last: Text input field containing "Added".
- \* Address Line 1: Text input field containing "123 5th Street".
- Address Line 2: Text input field.
- \* City: Text input field containing "SEATTLE".
- \* State: Text input field containing "WA".
- \* Zip: Text input field containing "98101".
- Country: Dropdown menu showing "United States".
- \* Primary Phone: Text input field containing "(+ 1 ) 555-555-5555".
- Secondary Phone: Text input field containing "(+ 1 )".
- \* Email: Text input field containing "contact@added.com".

At the bottom of the form, there are three buttons: "Continue", "Clear", and "Discard Changes". The "Continue" button is highlighted with a red rectangular border.

5.1.5.

The contact is added to the contact list and can be used in applications.

Contact Information
Add a Contact

If you want to change your primary contact, see [Get Support](#).

Showing 1-10 of 10 | [Download Results](#)

First Name	Last Name	Business Name	Action
		<b>Business Name</b>	<b>Actions</b> ▼
Fuller	Bill		Actions ▼
Tim	Tim		Actions ▼
Maxwell	Maxwell		Actions ▼
James	James		Actions ▼
John	John		Actions ▼
		<b>Business Name</b>	<b>Actions</b> ▼
Contact	Added		Actions ▼
John	John		Actions ▼
Maxwell	Maxwell		Actions ▼