

# DPD

## Director's Rule 3-2015

<b>Applicant:</b>  City of Seattle Department of Planning and Development	<b>Page</b>  1 of 2	<b>Supersedes:</b>
	<b>Publication:</b> January 26, 2015	<b>Effective:</b> June 5, 2015
<b>Subject:</b>  RRIO Inspection Selection Methodology	<b>Code and Section Reference:</b>  SMC 22.214.050	
	<b>Type of Rule:</b>  Procedural Requirement	
	<b>Ordinance Authority:</b>  SMC 3.06.040 and 22.214.070	
<b>Index:</b>  Rental Registration and Inspection Ordinance RRIO	<b>Approved</b>	<b>Date</b>
	(signature on file) 6/3/2015 Diane M. Sugimura, Director, DPD	
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### PURPOSE

The purpose of this rule is to meet the RRIO ordinance requirement to adopt a Rule providing the methodology for randomly selecting which rental housing properties shall be inspected and reinspected pursuant to SMC 22.214.050.

The RRIO ordinance requires that at least ten percent of all registered rental properties will be inspected each year, all registered properties shall be inspected at least once every ten years, and at least ten percent of properties whose prior inspections are more than five years old shall be reinspected each year.

### RULE

#### 1. METHODOLOGY FOR SELECTING PROPERTIES FOR INSPECTION

DPD will maintain a spreadsheet model that provides the number of inspections and reinspections required each year to meet the requirements of Section 22.214.050. Because the number of registered properties will increase quarterly through 2016 and then may vary slightly from year to year, the spreadsheet model will initially rely on estimates and forecasts for the total number of registered properties. These forecasts will be updated periodically as registrations are completed. Inspection and reinspection target numbers from the spreadsheet model will be entered into the permits, complaints and registration tracking system used by DPD, generally on a monthly basis. The tracking system will select the specified number of properties using the following criteria:

- Properties that have been inspected as part of the RRIO program within the last 5 years will be excluded from selection
- All properties that are within 90 days of the ten year deadline for inspection will be selected;
- The remainder of properties to meet the inspection target will be randomly selected by the tracking system;
- Properties to meet the reinspection target will be randomly selected by the tracking system from properties that have had a RRIO inspection more than five years in the past.

Selecting properties for inspection will start in 2015.

The Department may choose to set a larger target number for inspections than the minimum required in the spreadsheet model in order to balance out the volume of inspections across one or more years and better manage inspection workload.

## **2. UNIT SELECTION**

Rental housing units will be selected in accordance with the requirements in Section 22.214.050.G. When a sample of rental housing units is permitted, the appropriate number of units will be selected by the tracking system. The system will select:

- one unit selected randomly from the top residential floor;
- one unit selected randomly from the lowest residential floor; and
- the remaining units will be selected randomly from all the units on the property.

The tracking system will also select alternate units for inspection, in the event a selected unit cannot be inspected.