



Penalties and Violations

Steps We Take to Help Avoid Penalties and Violations

Advanced Notice of Requirements

We make every effort to contact the property owner and managers well in advance of a due date to register, complete an inspection, or make a repair. Notifications are sent by postal mail and email to the contacts provided by the applicant and according to their selected notification preferences. We are also using advertising, community meetings, and other outreach to let property owners know about the program requirements.

Warning Letters

Once the due date has passed, we will send a warning letter by postal mail and email to remind you of the requirement that was missed and warn that a violation and penalties may occur if you do not take action. A \$52.50 mandatory late fee is added to late registrations and overdue inspections.

Note: Fees shown include the RRIO fees and a 5% SDCI technology fee. The RRIO fees and technology fees are itemized separately on invoices and receipts.

Steps Owners Can Take to Help Avoid Penalties and Violations

Notify Us if You Were Contacted in Error

We will review our records and update accordingly. Contact us at 206-684-4110 or RRIO@seattle.gov if:

- The property is not a rental
- You are not the owner of the rental property
- Any other reason you believe you do not need to meet the RRIO requirements

Request an Extension

If you cannot meet an inspection due date, the best thing to do is contact us prior to the due date by calling us 206-684-4110 or emailing RRIO@seattle.gov to request an extension. Extensions can be granted to allow time for repairs, deal with problems caused by a renter that you did not know about, deal with ownership issues, and many other reasons.

Notice of Violation

If you do not take the required action by the date specified in the warning letter, we will issue a Notice of Violation letter. The notice will provide a compliance date to meet the RRIO requirement. After that date, penalties begin to accrue.

If you do not comply with the Notice of Violation and do not contact us to request an extension or appeal, we will turn the case over to the City Attorney's office to file a lawsuit to compel you to meet the RRIO requirement and pay the penalties. You will be notified when we refer the violation to the City Attorney.

How to Appeal a Penalty or Violation

If you have received a Notice of Violation for failure to register, failure to renew registration, failure to complete an inspection, or for another reason, you have the following options:

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
- You believe the requirement has already been met

You do not need to request a review. Notify the RRIO program of the error by calling 206-684-4110 or by sending an email to RRIO@seattle.gov. We will review our records and update accordingly.

Request a Penalty Reduction

Penalties begin to accrue if a violation is not corrected by the compliance date on the Notice of Violation. Our goal is to encourage property owners to follow the RRIO requirements and we may reduce the applicable penalties if you resolve the violation promptly. The property owner or agent will still be responsible for the mandatory \$52.50 late fee and some portion of the penalty. To request a penalty reduction, follow the instructions below.

Note: Fees shown include the RRIO fees and a 5% SDCI technology fee. The RRIO fees and technology fees are itemized separately on invoices and receipts.

Appeal the Notice of Violation

To request a reduction in penalties or to appeal a Notice of Violation, you must submit a request in writing by email (preferred) or postal letter within 10 days of service of the Notice of Violation. Please include:

- Your name and telephone number
- The property address and parcel number
- The record number on your Notice of Violation
- The type of request (penalty reduction or appeal)
- Evidence 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

Emails should be sent to Elizabeth.Krzyminski@seattle.gov and letters should be sent to:

City of Seattle RRIO Program
Attn: RRIO Enforcement
Seattle Department of Construction and Inspections
700 Fifth Avenue, Suite 2200
Seattle, WA 98104