



RRIO Checklist

Use of checklist:

Property owners will use the RRIO Checklist to confirm that their rental housing properties and units meet the requirements of the Rental Registration and Inspection Ordinance (RRIO) or, if units are vacant, they will meet the requirements prior to being rented.

Inspectors will use the checklist to validate that rental housing properties have been maintained according to the RRIO requirements.

The checklist includes specific items from the City of Seattle Housing & Building Maintenance Code (HBMC). At the beginning of each numbered checklist section is a general description of the minimum requirements for the structure or for specific rooms. Below the general description is a set of checklist items to be reviewed.

To use the checklist, review each checklist item. If the described condition is present, check the box. Once completed, if any items are checked see 1 and 2 below.

1. When registering a rental property
 - Items with an asterisk (*) and in bold face type indicate a significant maintenance issue that if present, must be fixed in order to register an occupied unit or before renting an unoccupied unit.
 - Items without an asterisk are also maintenance issues and must be repaired to comply with the City's HBMC, but the unit can be registered or rented if one or more of these items are present.
2. When using the checklist for a RRIO inspection
 - Items with an asterisk (*) and in bold face type must be repaired before the unit can pass inspection and receive a Certificate of Compliance.
 - Items without an asterisk are also maintenance issues and must be repaired to comply with the City's HBMC, but a Certificate of Compliance can be issued if one or more of these items are present.

If any requirement in this checklist is different than was authorized and constructed under a valid building permit, then the building permit requirement is the standard that must be met.

Units with shared kitchens and baths such as those in a Single Room Occupancy (SRO), rooming house, or micro-

housing property are considered individual rental housing units, and during RRIO inspections, both the individual rental housing unit and any associated common kitchen or bath areas will be inspected.

Definitions:

As used in this checklist:

- **Habitable room:** means a space in a building occupied, used, designed, or intended to be used for living, sleeping, eating or cooking. Bathrooms, toilet compartments, closets, halls, laundry rooms, storage or utility space, and similar areas are not habitable rooms.
- **Good working order/well maintained/in good repair/safe and sound condition:** means the referenced item is functioning and can be used for its intended purpose as it is.
- **Structurally sound:** means the referenced element is capable of withstanding normal loads and forces.

Limitations

This checklist is used solely to determine if a rental property meets the requirements of the Rental Registration and Inspection Ordinance, Seattle Municipal Code Chapter 22.214. It is not an evaluation of whether a property meets other City, State, or federal requirements. There may, however, be property conditions that should be addressed for other reasons.