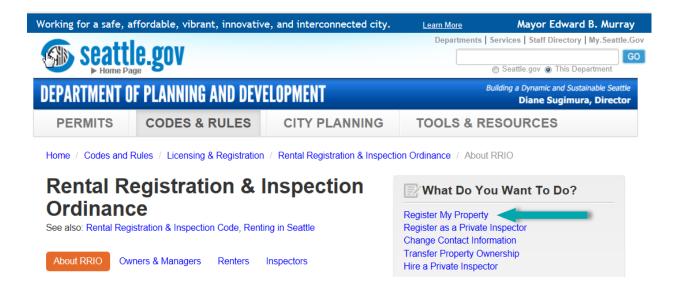
Improving and preserving safe and healthy housing for all Seattle renters

Paying Registration Fee(s) by Check after Registering Online



Some owners and managers may register several properties using RRIO's online registration system and may wish to pay registration fees using a check. While we discourage the use of checks for online registrations, they are an acceptable form of payment. However, specific information about the registered properties should be included with your check.

Step 1. Complete the online registration process for each property by selecting the "Register My Property" link on the RRIO webpage: https://mydpdservices.seattle.gov/RRIO/

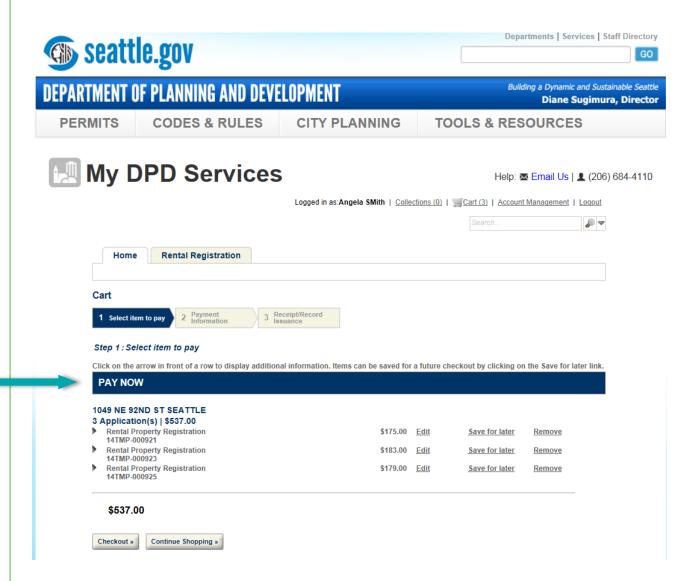


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Step 2. Complete registration of each property through the Pay Now screen as seen below:



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Step 3. In order for the City of Seattle to match your payment to the properties you wish to register, we need the list of record numbers provided by the online registration tool. You may choose to print the page above to include with your check request to the entity supplying the check. To print this page, click the gear in the upper right-hand corner of the page. The gear looks like this:



You may also use the list on the following page to include with the check mailed to the RRIO Program.

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Alternatively, you may choose to fill in and mail the table below:

Number	Property Name	Property Address	King County Parcel Number (APN)	RRIO Record Number (Ex: 14TMP-000344)	Number of Units	Amount paid for each property
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
	nber of Properties pount paid: \$	Daid for:	<u> </u>			l

Step 5. Please send the check payment and the documentation (either the page(s) printed out from the Pay Now screen or the table above) to the RRIO program at:

City of Seattle – Rental Registration P.O. Box 34234 Seattle, WA 98124-1234

