

Renting in Seattle

RENTER'S HANDBOOK



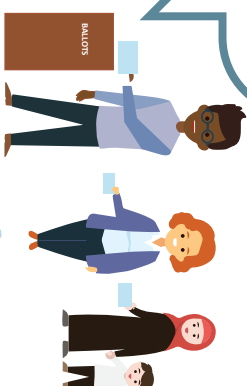
DON'T FORGET TO REGISTER TO
VOTE!

**YOUR VOICE
MATTERS!**

www.kingcounty.gov/depts/elections

WELCOME HOME!

There's a lot to do when moving to a new home. Updating your voter registration is one of those important tasks to remember.



ALREADY REGISTERED?

Here are 5 easy ways to update your address:

- If you have a current Washington State driver license or state ID card, go online!
- Mail the registration form included with this Renter's Handbook.
- E-mail elections@kingcounty.gov with your name, date of birth, old residential and mailing address, and your new residential and mailing address.
- Call 206-296-VOTE (8683). Services are available in 120 languages.
- Go in-person to King County Election headquarters in Renton or the Voter Registration Annex in Seattle.

NEED TO REGISTER?

There are 3 ways to register to vote:

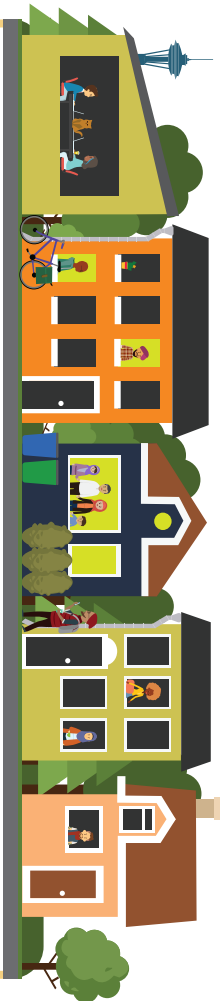
- If you have a current Washington State driver license or state ID card, go online!
- Mail the registration form included in this Renter's Handbook. (See center pull-out.)
- Go in-person to King County Election headquarters in Renton or the Voter Registration Annex in Seattle.



REMEMBER TO
CHANGE YOUR
ADDRESS AT LEAST 25
DAYS BEFORE
ELECTION DAY.
CHECK THE VOTER'S
CALENDAR.



Welcome!



What Is the Renter's Handbook?

Welcome to Renting in Seattle. Your landlord is required to provide you with a printed copy of this Renter's Handbook when you sign your initial rental agreement. Electronic copies are allowed at lease renewal, annually for month-to-month renters and whenever the City publishes updated versions.

The Renter's Handbook gives you a good overview of both your renter rights and obligations and contains tips and helpful resources to make renting in Seattle an informed experience. Keep this handbook where it's easy to reference.

Check out our web site www.seattle.gov/rentinginseattle it delivers the rent-cycle regulations and fair housing laws, for both renters and housing providers, specific to each audience.

When you need additional information or guidance call the Helpline (206) 684-5700 Monday – Friday during business hours. Phone interpretation available

Seattle is a Welcoming City that values inclusion and equity. City employees do not ask about citizenship status and serve all residents regardless of immigration status. Lastly, this handbook is not intended as legal advice but an aid to understanding the City's rental housing codes.

Happy Renting!

3rd edition

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FINDING A HOME

Finding the right place for you is not an exact science and people find their homes in lots of different ways. Many listings are available free online. Sometimes, driving or walking around a neighborhood can yield results where 'for Rent' signs are posted. Beware of online scams that ask for money or wire transfers. Never agree to rent a place before you see it. If a deal feels too good to be true, it probably is! You can report suspected rental scams to the Federal Trade Commission at www.consumer.ftc.gov.

Affordable housing can mean a lot of different things. Generally, it is housing that is tied to your income level, often, but not always, based on area rents. Some low-income housing is federally funded and/or provided by non-profit housing organizations. The City's Office of Housing maintains a list of affordable housing units, search a list at www.seattle.gov/housing/renters/find-housing.

Often there are waitlists for affordable housing options. Seattle Housing Authority (SHA) both owns low-income housing units and has a rent subsidy program called 'Housing Choice Vouchers'. You can find out more about SHA at www.seattlehousing.org, or you can visit their office location in downtown Seattle at 190 Queen Anne Avenue North. You can call the Community Information Line at 2-1-1 for a list of affordable housing providers over the phone if you don't have access to a computer.



RENTAL REGISTRATION

Since 2014, Seattle's *Rental Registration Inspection Ordinance* (RRIO) requires all rental properties to register with the City. Some exceptions apply to the requirement including owner-occupied homes that rent rooms, housing stock owned by Seattle Housing Authority or licensed facilities such as assisted living homes. Other owner-occupied rental home exemptions are listed below.

Landlords are required to self-certify that their rental unit meets the basic habitability standards described on the registration checklist. Priority is given to health and safety compliance. Inspections are required every 5-10 years and can be completed by a City inspector or by a private housing inspector approved by the City. Registration renewal is required every two years.

You can search the address of a rental unit at www.seattle.gov/rrio to check if it is registered. Failure to register can result in fines and impacts the landlord's ability to serve eviction notices.

Owner-Occupied Exemptions



Generally, landlords sharing their home with tenants or occupying a home on the same property such as an adu/dadu (attached/detached accessory dwelling unit) are exempt from some rental regulations and fair housing laws.

Certain circumstances can impact some exemptions such as using a property management company or having a notice of violation for housing standards.

Be aware of differences to make an informed decision. Most important to note, is owner-occupant landlords have just cause to terminate a month-to-month tenancy with 20 days' advance notice or to not offer a lease renewal.

For more details, see the following regulations that have exemptions for owner-occupant landlords:

- Fair Housing - pg. 11-12, 17-18
- First in time – pg. 16
- Move in costs – pg. 24-25
- Adding roommates – pg. 34-35
- Just Cause - pg. 46-48
- Eviction defenses – pg. 49

Minimum Standards

It's important to know what to look for in a potential home besides your personal preferences. Seattle has minimum safety and maintenance standards for rental housing in the City's Housing and Building Maintenance Code. The following is a basic explanation of those standards.

Space and Occupancy

This category covers the minimum size of housing units and includes dimensions of sleeping rooms. It also covers light and ventilation requirements, like windows, fans, and sanitation. For example, a sleeping room must be at least 70 square feet with an additional 50 square feet for each person in excess of two.

Structural

Elements such as foundations, chimneys, masonry and roofs must be solid and stable. The building needs to be weathertight, damp-free, rodent-proof, and maintained in good repair.

Mechanical

All housing units must have a permanently installed heating source (space heaters alone are not sufficient). Electrical equipment, including wiring, and appliances must be properly installed and safely maintained. The unit must be safely lit and have sufficient electrical outlets.



Fire and Safety

Stairs must be safely constructed and have appropriate handrails. Smoke and carbon monoxide detectors are required. An exterior door or properly sized window for emergency exit (known as egress) is required in all rooms used for sleeping. There are lots of additional requirements for larger, multi-unit buildings.

Security

Entry doors must have a deadbolt and have a peep hole or window so you can see who is at the door. Locks must be changed when there is a change of tenancy. Buildings must be secure enough to reasonably prevent criminal actions to residents and their belongings.



Good to Know!

Other general safety things to watch out for in older buildings and homes are the potential hazards of peeling lead paint and asbestos when it is friable (crumbling and not contained). If a unit has bedrooms below ground like basement rooms, are there large/low enough windows or exterior doors for egress? If not, those rooms should not be advertised nor used as bedrooms, as they do not meet safety standards.



Fair Housing Access

Seattle's Fair Housing laws strive to ensure everyone has equal access to housing. You have many protections against discrimination even before you decide to sign a lease. These include source of income, criminal history, exclusionary advertising/steering of potential tenants as well as disability rights to reasonable accommodation/modification.

It is illegal for a housing provider to, intentionally or otherwise, steer certain renters to or from a rental listing. A listing that says 'will suit a quiet couple' is potentially discriminatory because it appears to exclude applicants based on their 'parental status,' for example.

Landlords must include specific information when advertising a unit for rent. Advertisements must:

- Include the criteria that will be used for screening and the minimum standard to move forward in the application process.
- Describe all information and documents the landlord will use in screening.
- Provide information explaining how you can request additional time to complete an application for things like interpretation or a reasonable accommodation for a disability.

Source of Income Protections

Seattle has protections for renters with a source of income other than employment. Housing providers cannot deny you a rental unit or treat you differently because your income comes from social security, alimony, retirement, disability etc. or if you are relying on a rental subsidy program like a Housing Choice Voucher. If your landlord has a rent to income ratio requirement they must subtract any subsidy you receive before making the calculation. See pg. 17 for more on income-to-rent ratio.

Fair Chance Housing

Seattle's *Fair Chance Housing Ordinance* offers protections to address bias and barriers people with criminal backgrounds face when attempting to secure rental housing.

Advertising of rental units cannot ban applicants with a criminal history.

Adult applicants may be screened against the sex offender registry. A landlord could potentially disqualify an applicant on the registry only if:

1. The offense was committed as an adult.
2. A legitimate business reason exists. A connection would need to be demonstrated between the policy/practice and the safety of residents/property.

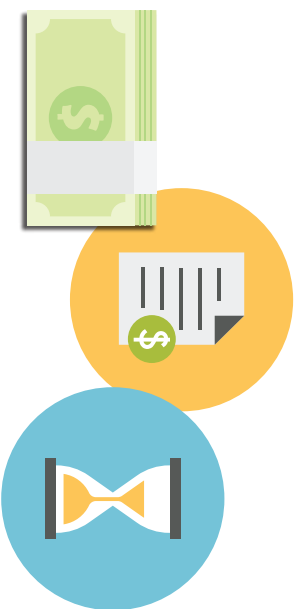
The following are some of the factors informing a landlord's consideration:

- Nature and severity of the offense
- Number and types of convictions
- Age at time of conviction
- Evidence of good tenant history
- Time since date of conviction
- Supplemental information



Homeowners renting units on the property where they live like an attached apartment or backyard cottage are exempt from these screening restrictions. see pg. 8.

If you see rental housing advertising that does not comply with Fair Chance housing laws, you can call the Helpline at (206) 684-5700 to report it.



Protected Classes

Seattle's Fair Housing laws are designed to ensure everyone has equal access to housing and are based on protected classes.

- Race
- Color
- Ancestry
- Sex
- Disability
- Creed
- Religion
- Age
- Retaliation
- Alternative sources of income
- National origin
- Caste
- Marital status
- Political ideology
- Parental status
- Sexual orientation
- Gender identity
- Use of a service animal
- Use of a Housing Choice Voucher or other subsidy programs
- Military status or veteran
- Criminal history
- Citizenship and immigration status
- Pregnancy outcomes



READY TO RENT

Renting can be a competitive business, especially for more affordable units. Being prepared in advance can really help.

- Know your credit score and any potential issues that might show in a screening report. You can manage that information with your application and explain the circumstances to support your application. You can access your credit report at www.annualcreditreport.com
- Know your rights before you submit an application.
- Have the following information ready for your application:
 - Current and previous addresses including landlord information
 - Names and birth dates of all occupants
 - Employment and income verification
 - Vehicle information
 - References, both personal and housing related
 - Pet information

Tenant Screening

Housing providers must make clear in advance the criteria they will use to screen your application and the reasons that would result in denying your application. You are entitled to a copy of the screening report.

You can only be charged the actual cost of the application screening. The customary cost in Seattle is approximately \$25-\$45 per adult.

If your application is denied, the housing provider must give you a written notice stating the reasons. This is called an 'adverse action' notice and is required by both City and State law.

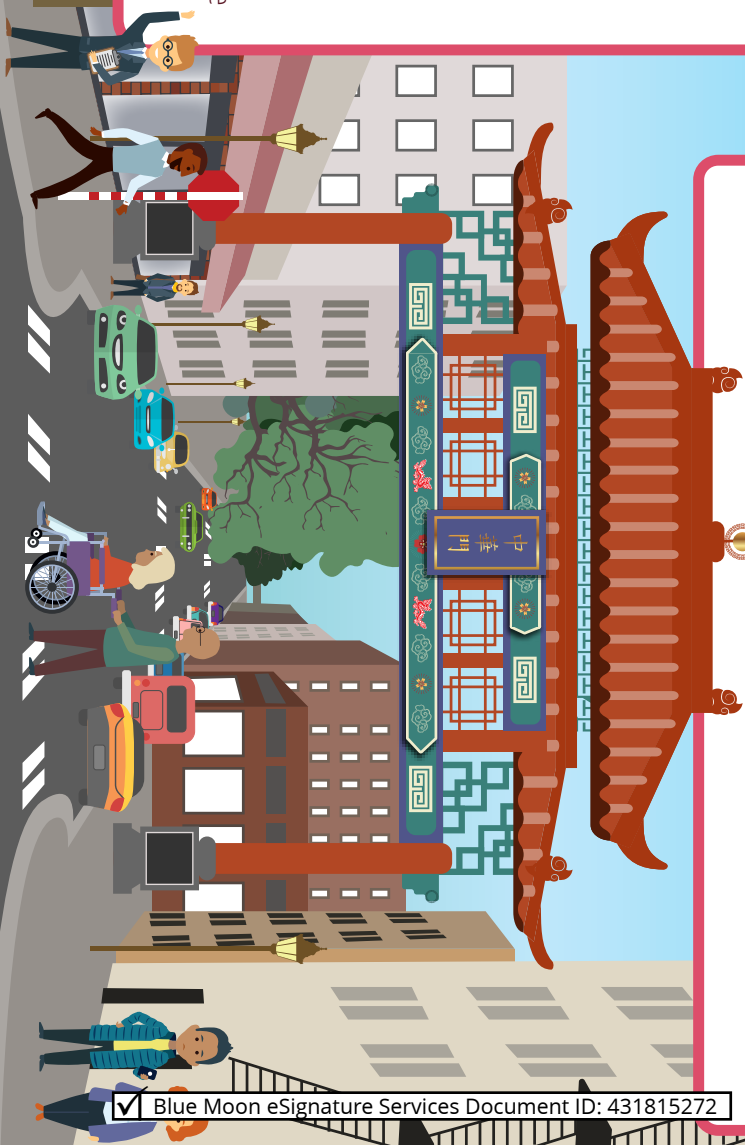
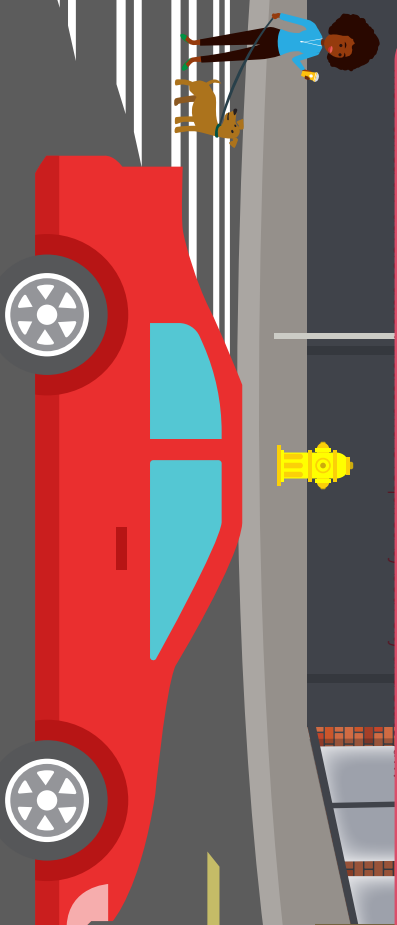
Holding Deposit

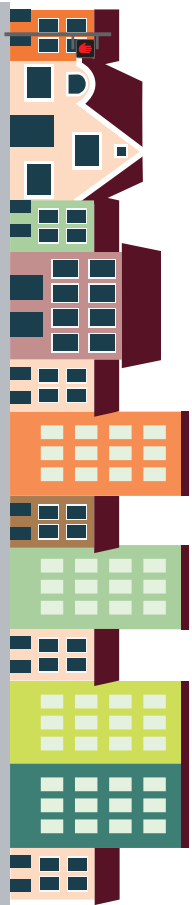
When you apply to rent a unit, the housing provider may want to charge you a deposit to hold the unit while screening your application.

The maximum holding deposit a landlord may charge is 25% of one month's rent. A receipt explaining the terms is required.

If you are offered the unit and decide you don't want it, you will likely forfeit your holding deposit. The deposit is fully refundable if your application is not successful or the unit fails a housing inspection connected to a rental subsidy program.

If you sign a rental agreement for the unit, the holding deposit must be applied to the first month's rent or move-in costs (security deposit and pet deposit).





First-in-Time Application

The *First-in-Time Ordinance* requires landlords to offer a rental agreement to the first qualified applicant who submits a complete application. Housing providers must cooperate fully with applicants using a housing subsidy such as completing required paperwork, etc.

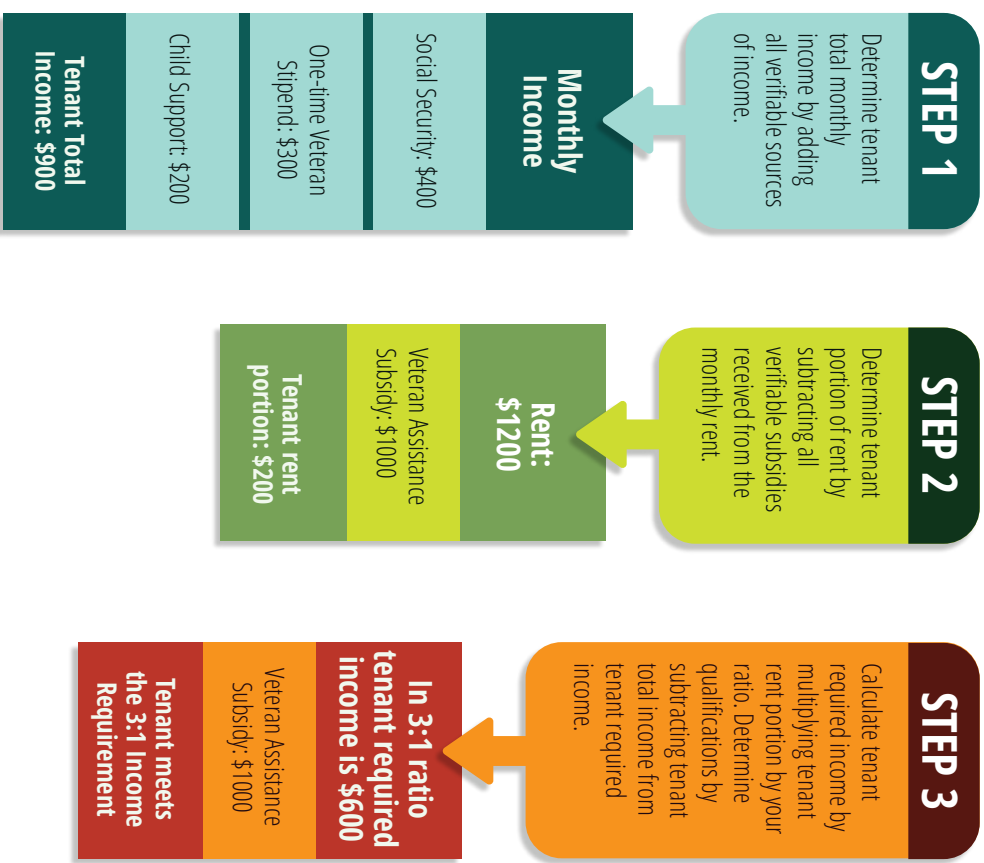
Landlords must:

- Date and time stamp applications in the order received
- Screen applications in chronological order one at a time
- Give applicants a minimum of 72 hours for additional information on an otherwise complete application
- Provide 48 hours for a response to an offer of a rental agreement after which time the landlord can proceed screening the next applicant in line



Income to Rent Ratio

A landlord cannot deny you housing because your income comes from a source or sources other than employment. If part of the eligibility requirement is a rent to income ratio, and your income is from other sources or subsidies, your landlord must follow these steps in making the calculation:





Service Animals

Service animals are broadly defined in Seattle and include emotional support, companion, therapy animals, and more. Fair housing rules require reasonable accommodations for service animals.

- A housing provider can ask for verification of the disability-related need for your service animal, from a qualified third party such as a medical provider or someone qualified to verify the connection.
- Service animals are not considered pets and cannot be prohibited from rental units. 'No Pet' policies do not apply to service animals.
- Training or certification of a service animal is not required.
- A housing provider cannot charge a deposit, fee, or additional rent for a service animal.
- You are responsible for your service animal's behavior and any damage they cause to your rental unit and the property.



Accessibility

Housing accessibility allows renters with disabilities to live independently. Grab bars, ramps, extra width for wheelchairs, designated parking are some examples. If you have a disability, you can ask for a reasonable accommodation or modification.

An accommodation is a change in rules, policies, practices, or services to allow you the equal opportunity to use and enjoy a rental unit. An example of reasonable accommodation is to make an exception to a parking policy so a person using a wheelchair can have a spot closest to their unit.

A reasonable modification allows you to make physical changes to the property that are necessary to make the rental property accessible. You are responsible for paying for reasonable modifications unless the landlord receives federal funds. An example of a reasonable modification is asking permission to widen the bathroom doorway to accommodate a large scooter.

If you have questions or want to file a complaint, contact the Helpline (206) 684-5700.





MOVING IN

Moving is a busy and often stressful time. Things can easily be overlooked. It is important to be careful and pay attention to the details at this stage as it sets the tone for your entire tenancy.

Move-in Checklist

This is an extremely important part of your rental agreement because it is connected to your security deposit.

- It should accurately describe in detail the current condition of your new home
- Discrepancies should be discussed immediately with your landlord so you are not taking responsibility for damage that happened before you moved in
- It should be signed and dated by you and your landlord. Your landlord must provide you with a copy
- This checklist will be used by your landlord when it's time for you to move out to determine if you have caused any damage to the unit

It is unlawful to collect a security deposit without a signed and dated move-in checklist.

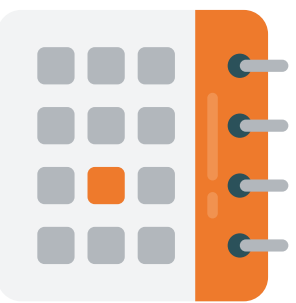
Rental Agreement



Congratulations! Your application for the rental home was successful and now it's time to sign a rental agreement. Review it thoroughly before signing. Remember, it is a legally binding contract.

- Pay attention to what costs you are responsible for in addition to your rent, such as utilities, and how they are billed
- Examine the rules carefully to make sure you understand the policies around guests, pets, parking, etc
- Get help understanding your rental agreement if you need to, especially if English is not your first language

This Renter's Handbook (printed copy) must be provided to you at the time you sign the initial rental agreement. Electronic copies are allowed for subsequent rental agreements; whenever the handbook is updated, or annually for month-to-month renters.



Types of Rental Agreements



All rental agreements in Seattle are regulated by the *Just Cause Eviction Ordinance*. This means a landlord must have a legal reason or 'Just Cause' to terminate a month-to-month rental agreement or not renew an expiring lease. The notice period required depends on the specific just cause reason. Those reasons and the required notice a landlord must give are on pg. 46

Month-to-Month

This type of agreement renews each month. You can terminate the rental agreement with a minimum of 20 days' written notice before the end of the monthly rental period. For example, if you want to move out in February, your landlord would have to receive your written notice no later than February 8. You might appreciate the flexibility of this arrangement but, be aware that the terms of your rental agreement, including the amount of rent, can change with proper notice during a month-to-month agreement.

Term Lease

This type of rental agreement is for a specific period of time. The terms remain fixed for the duration of the lease unless changed by mutual agreement between you and the landlord. The landlord must offer you a lease renewal 60-90 days before your current lease expires unless they have just cause not to do so. See just Cause pg. 46

Initial term lease converting to month-to-month automatically

This occurs when the rental begins as a term lease and reverts automatically to a month-to-month lease at the end. You have a right to remain after the initial term unless the landlord has a just cause to end the rental agreement.

No rental agreement?

It is never a good idea to move into a rental unit without a written agreement. If you find yourself in that situation, you are considered a month-to-month tenant by verbal agreement and have renter rights. However, the definition of a tenant is someone entitled to occupy a rental unit under a rental agreement. While verbal agreements are not unlawful, it may be difficult to prove you are a tenant without a written rental agreement if a dispute arises.

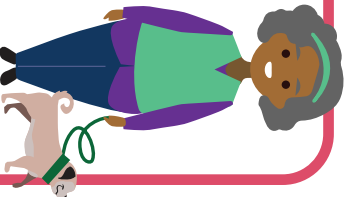
Move-In Cost

In Seattle, there are strict limits to what you can be charged for move-in costs. Move-in charges cover the security deposit, fees, and pet deposit.

- The security deposit and fees combined cannot equal more than one month's rent
- Fees can only be charged for screening (background check when you apply to rent) and/or cleaning
- If fees are charged for cleaning at the beginning of the agreement, you cannot be charged again for cleaning upon move-out
- Total fees cannot exceed 10% of one month's rent
- The maximum you can be charged for a pet deposit is 25% of one month's rent regardless of how many pets

Examples:

Tracy is a single-person household with a dog. The rent for the unit she's moving into is \$1200 per month.

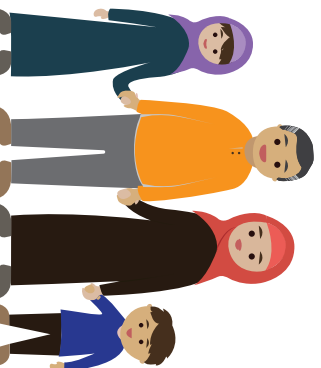


Tracy's landlord can charge:

- \$45 screening fee
- \$75 cleaning fee
- \$1080 security deposit
- \$300 pet deposit

Tracy's total move-in costs can equal up to a maximum of \$1,500.

Hamid and Fatima with their two children are a four-person household. Rent is \$2,200 per month.



Their landlord can charge:

- \$90 (\$45 x 2) screening fee
- \$130 cleaning fee
- \$1980 security deposit

The family's total move-in costs can equal up to a maximum of \$2,200.

Installment Payments

It can be difficult to pay what typically amounts to three months' rent for moving into a new place. In Seattle, you have a right to pay your move-in costs (deposit and fees), last month's rent, and pet deposit in installments.

A landlord cannot refuse to rent to you because you decide to use installment payments. It is important to remember that in addition to your monthly rent, installment payments must be made on time or you risk getting a 14 Day Pay or Vacate Notice. The installment payment schedule is based on the length of your tenancy.

Deposits & Fees

- 30 days - six-month tenancy = four equal consecutive installments of equal duration.
- Month to month = two equal installments
- No installments for deposit/fees if the total does not exceed 25% of one month's rent
- Pet deposit = three equal installments

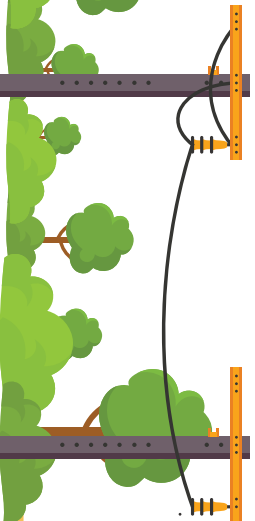
Last Month's Rent

- Six-month+ tenancy = six equal, consecutive, monthly installments
- 60 days - six-month tenancy = four equal payments of equal duration
- No fees, penalties, interest may be charged for installment payments
- Failure to pay installments as agreed is a breach of the rental agreement and you can receive a 14 Day Pay or Vacate Notice

Alternatively, you and your landlord can make a payment schedule by mutual agreement. Get it in writing.



Utility Accounts



Seattle City Light

Seattle City Light (SCL) is the City department responsible for electricity accounts. You can open an account in your own name. You are responsible for letting SCL know when you move out. Failure to pay your bill to the utility or the landlord on time can result in a shutoff notice from the utility and/or a *14 Day Notice to Pay or Vacate* by your landlord.

TIP:

SCL also has discount programs and payment assistance for qualified customers. Visit their web site at www.seattle.gov/light/assistance/ or call (206) 684-3000.



Seattle Public Utilities

Seattle Public Utilities (SPU) is the City department responsible for water, sewer, and garbage accounts. Since 2011, new tenants cannot open accounts in their own names. The landlord is responsible for the overall account. You may be responsible for paying the cost of the utility charges if provided in your rental agreement. You should be provided with a copy of the actual bill if the landlord charges you directly. Failure to pay your bill on time can result in a shut-off notice and/or a *14 Day Pay or Vacate Notice* by your landlord as utilities are treated like rent for eviction purposes.

TIP:

Never flush anything besides toilet paper. Avoid getting grease, hair, and large items down the drain. A plumbing clog is expensive to repair and your landlord can charge you the entire cost if you or someone in your household flushes something other than toilet paper. Don't believe the marketing claims on products for 'flushable' wipes, etc.

Good to Know!

SPU has programs to help with utility discounts and payment assistance for qualified customers. Visit www.seattle.gov/utilities or call (206) 684-3000.

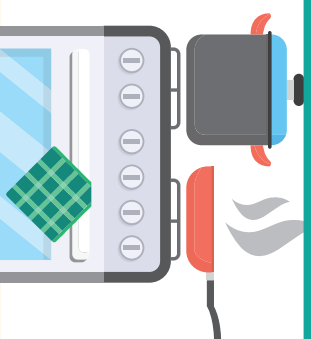
TIP:

Failure to pay your utility bill on time can result in eviction.

TIP:

Failure to report leaks, running toilets, and other service issues to the landlord promptly can make you responsible for some or all of the cost.

TIP:
Food scraps and recyclable items are not allowed in the garbage. All buildings should have separate containers for those items.



Puget Sound Energy

Puget Sound Energy (PSE) is the natural gas provider for the city. You can open an account in your own name. PSE has information on their website about programs to assist with bills, visit www.pse.com or call 1(888) 225-5773.

Utility Billing Protections

The City's *Third Party Billing Ordinance* protects renters who pay a landlord or a billing company for water, sewer, garbage, or electrical services in residential buildings with 3 or more units. If you do not get the required billing information or you think you are charged improperly, you should first talk to your landlord or the billing company.

Complaints of violations are made to the:

**Office of the Hearing Examiner
Seattle Municipal Tower
700 5th Ave
Suite 4000
Seattle, WA 98104**

You can contact the hearing examiner at (206) 684-0521 or e-mail Hearing.Examiner@seattle.gov

Learn more about the code:

<http://www.seattle.gov/Documents/Departments/HearingExaminer/ResidentialThirdPartyBillingQuestionsandAnswers.pdf>



What should a tenant's utility bill include?

In some rentals, you pay for utilities (such as water) to the landlord or a billing company, rather than directly to the utility. The City's *Third Party Billing Ordinance* protects renters who pay a landlord or a billing company for water, sewer, garbage, or electrical services in residential buildings with 3 or more units.

What should a tenant's utility bill include?

- The name, business address, and telephone number of the landlord or third-party billing agent, whichever one sent the bill to the tenant
- The basis for each separate charge, including service charges and late fees, if any, as a line item, and the total amount of the bill
- If the units are sub-metered (each unit has its own meter), the current and previous meter readings, the current read date, and the amount consumed
- The due date, the date upon which the bill becomes overdue, the amount of any late charges or penalties that may apply, and the date upon which such late charges or penalties may be imposed
- Any past-due dollar amounts
- The name, mailing address, and telephone number for billing inquiries and disputes, the business hours and days of availability, and the process used to resolve disputes related to bills
- When billing separately for utilities, landlords must: provide an explanation how the bill is calculated and common area utility costs are distributed; notify residents of changes to billing practices; make a copy of the building's utility bill available to tenants



Common Examples of Utility Billing

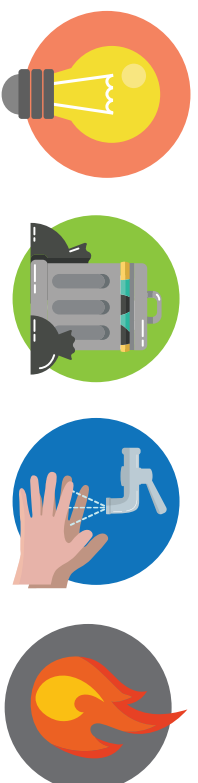
The way your utilities are billed should be explained in your rental agreement. Here are some common ways tenants pay for utilities.

Renting a single-family home with gas, electric, and water/sewer/garbage accounts not included in rent.

Electric: Tenant has bill in their name, and pays the bill directly to SCL

Gas: Tenant has bill in their name, and pays the bill directly to PSE

Water, Sewer, Garbage: Bill is in property owner's name, but a copy of the bill is sent to the tenant, and the tenant pays the bill directly to SPU



Unit in an apartment building with utilities not included in rent.

Electric: Tenant has the bill in their name and pays the bill directly to SCL

Water, Sewer, Garbage: A third party company uses the information on the building's SPU bill and divides it proportionally to building units based on the number of people on the lease. The tenant pays their portion of the bill to the third party company.

WHILE YOU RENT

Both you and your landlord have rights and responsibilities according to your rental agreement, City regulations and State law. Most of these are common sense things and require all parties to act in good faith. In addition, State law requires that your landlord provide you with information from the Department of Health about mold and information about fire safety. Larger multi-family buildings must have a diagram showing emergency evacuation routes.

TIP: Keep in mind you have a business relationship with your landlord where both of you can be significantly impacted by the actions of the other person. Follow these important guidelines.

- Maintain your important documents such as the rental agreement, move-in checklist, and your Renter's Handbook
- Keep communication clear and respectful
- Document important communications in writing

Landlord Duties



- Maintain the building and its structural components
- Make timely repairs
- Maintain common areas such as lobbies, stairs, and hallways
- Control pests
- Provide operating smoke and carbon monoxide detectors
- Provide secure entry locks and keys
- Provide common garbage, recycle, and food waste containers



Tenant Duties

- Pay rent on time and follow the rules of the rental agreement
- Keep the rental unit clean and sanitary
- Maintain smoke and carbon monoxide detectors
- Prevent illegal or hazardous activity in the rental unit
- Observe quiet hours
- Operate plumbing, electrical, and heating systems properly
- Dispose of garbage, recycle, and food waste properly

Good to Know!

Your landlord must provide an alternative payment method if you can't pay your rent electronically.

TIP:

Remember to get a receipt for your rent it's your right.

Repairs



Your rental agreement should state clearly who you contact for emergencies and repair requests. Reporting needed repairs promptly is important as you could be held financially responsible for the damage caused by delayed repairs you failed to report.

State law requires you make a repair request in writing. It's a good practice to create a record of the repair request which then obliges the landlord to respond. You can also call the landlord if it helps expedite the issue, but make sure there is a written request as well.

The landlord is required to start repairs within:

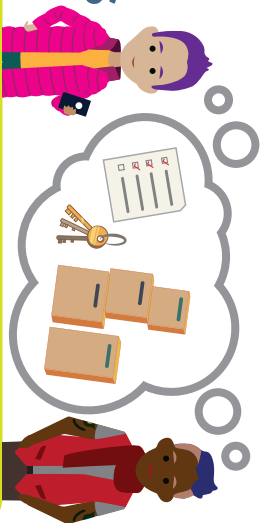
- 24 hours if you are without water, electricity, or heat during the winter, or if there is a life/safety issue
- 72 hours if your appliances are not working or you have a major plumbing issue with your sink or bathtub
- 10 days for any other repair request

If your landlord does not respond or refuses to make a necessary repair, you can contact the Helpline at (206) 684-5700.

- For emergencies like no power or water, an inspector will try to inspect your unit on the same day or next business day and contact the landlord immediately
- For other issues, an inspector will call to make an appointment with you to inspect your unit for housing violations, usually within five to ten business days
- The inspector will then prepare a notice directing the landlord to make the repairs

While it may seem justified to withhold rent when your landlord is not responsive nor making necessary repairs, it is not advisable. Though the State's Residential Landlord Tenant Act discusses repair and deduct remedies for tenants, it is a very specific process and a big risk to withhold rent because the landlord might choose to evict for non-payment. Make a complaint to the City by calling the Helpline (206) 684-5700 and consult an attorney before exercising any rights that potentially jeopardize your tenancy

Adding Roommates



Seattle housing can be expensive and finding an affordable place to call home can be a real challenge. You can add roommates to your household which may help if you struggle to pay your housing costs.

Be cautious when adding a new roommate, it could prove complicated and difficult removing them if it does not go well. Remember, everyone who pays rent has rights whether they are on the rental agreement or not.

Additionally, your tenancy could be jeopardized if the landlord decides to evict your roommate. It's good practice to work with your landlord when you want to bring in a roommate.

Your can add:

- Immediate family
- One additional non-family roommate
- Immediate family of the additional roommate
- Any other roommates that the landlord agrees to
- Not to exceed legal occupancy standards

Immediate family is broadly defined to include:

Spouses, domestic partners, former spouses, former domestic partners, adult persons related by marriage, siblings, persons 16 years of age or older who are presently residing together or who have resided together in the past and who have or have had a dating relationship, and persons who have a parent-child relationship, including parents, stepparents, grandparents, adoptive parents, guardians, foster parents, or custodians of minors.

For purposes of this definition, "dating relationship" means a social relationship of a romantic nature. Factors a court may consider in determining the existence of a dating relationship include: (a) the length of time the relationship has existed; (b) the nature of the relationship; and (c) the frequency of interaction between the parties.

There are important steps and timelines you must follow to add a roommate. You must inform your landlord in writing within 30 days of adding someone to your household. Your landlord can screen the new household member using the same screening criteria originally used for your rental application. .

- A non-family roommate (a) can be screened and (b) can be denied occupancy based on screening
- Immediate family (a) can be screened and (b) cannot be denied occupancy. Screening charges are allowed in compliance with the *Rental Agreement Regulation Ordinance* (SMC 7.24) and the state landlord tenant act.
- The landlord can require a non-family roommate to join the rental agreement with 30-days written notice.
- If the roommate does not join the rental agreement in 30 days, they must vacate within 15 days. (45 days total)
- Immediate family cannot be required to join a rental agreement nor be denied occupancy.

Except for a screening fee, no other move-in charges can be applied to the added household member. All original terms of the rental agreement remain the same.



Notices from Your Landlord

There are several kinds of notices you can receive from your landlord, some more urgent than others.

- Consider any written notice from the landlord important and worth your immediate attention. Review it right away and take quick action if necessary.
- Notices requiring action usually provide a short window of time to comply. Not responding in time may lead to serious consequences, such as eviction.
- Notices from your landlord must comply with City regulations.
- Notices that impact tenants' rights such as:
 - Notices to terminate, quit, comply and/or vacate
 - Notice to increase housing costs (rent etc.)
- Notices to enter must include the following language:

If you need help understanding this notice or information about your renter rights, call the Renting in Seattle Helpline at (206) 684-5700 or visit the web site at www.seattle.gov/rentinginseattle.

- Notices that attempt to terminate a tenancy such as a 14 Day Pay or Vacate, 10 Day Comply or Vacate etc. must additionally include the following language:

RIGHT TO LEGAL COUNSEL: CITY LAW PROVIDES RENTERS WHO ARE UNABLE TO PAY FOR AN ATTORNEY THE RIGHT TO FREE LEGAL REPRESENTATION IN AN EVICTION LAWSUIT.



SEATTLE MUNICIPAL CODE (SMC 7.24.034) **Fees for notices and late rent**

To: Renters and Landlords in the City of Seattle

New rules for all landlord-issued notices as of June 6, 2023

No fees allowed for preparing a notice
No fees allowed for delivering a notice
Late fees for rent cannot exceed \$10 per month

*For information about your renter rights, call the
Renting in Seattle Helpline at (206) 684-5700 or visit
the web site at www.seattle.gov/rentinginseattle*

Since June, 2023 your landlord cannot charge you for preparing or delivering a notice and late fees are limited to \$10 a month.

Call the Helpline (206) 684-5700 if you would like assistance reviewing a notice. You can also call 2-1-1 for information about free or low-cost legal services. The next section discuss the most common types of notices.

Notice of a Housing Cost Increase

“Housing costs” include rent and any monthly fees you pay your landlord, like storage or parking. Utility charges based on usage are not included in this type of notice. If you already pay for utilities, but there is a change to a different billing company for example, your landlord is required to provide you with a 30-day notice to change your rental terms.

If you have a lease for a specific term, the landlord cannot change your housing costs for the duration. If your rental agreement gives you the choice to stay as a month-to-month tenant at the end of the term, and the landlord wants to increase your housing costs at that time, the landlord must send you a housing cost increase notice before the term expires.

- All housing cost increases require a minimum of 180 days’ advance notice
- The notice must include required language (see pg. 36) about tenant rights and information
- Call the Helpline (206) 684-5700 to see if the increase notice is valid. Paying the new rent amount may imply you agree to the increase.
- Increases must coincide with the start of a rental period. For example, if your rent is due on the 1st and your landlord gives you a 180 day notice on January 5th, the earliest the increase could take effect would be August 1st.
- No increase is allowed if your rental unit does not meet the *Rental Registration and Inspection Ordinance (RRIO)*. See www.seattle.gov/rio. You must notify your landlord in writing and contact the Helpline to schedule an inspection before the increase goes into effect.

Economic Displacement Relocation Assistance ordinance (EDRA)

Income-qualified tenant households (at or below 80% AMI adjusted annually) whose housing costs are raised by 10% or more in a year, are eligible for relocation assistance to move.

Household	1	2	3	4	5	6	7	8
Income	\$70,650	\$80,750	\$90,850	\$109,000	\$117,050	\$125,150	\$133,200	\$125,800

- Households that apply must have a notice of housing cost increase dated July 1, 2022 (or later).
- The 10% increase can be a single increase or a combination of increases that take effect within the same 12 month period.
- Relocation assistance is approximately 3x monthly housing cost and is advanced by the City to qualified households.
- To learn more or to apply for EDRA visit www.seattle.gov/rentinginseattle/edra or call the helpline if you do not have access to the internet.

Notice of Changes to the Terms of Your Rental Agreement

If you signed a rental agreement for a fixed term, also known as a lease, the terms cannot change until the lease expires unless both you and your landlord mutually agree otherwise. If you have a month-to-month rental agreement, the landlord can change the terms with a notice 30 days before the start of a new rental period.

Changes might include rules around smoking, guests, or pets to name some examples. Any changes that increase your housing costs must comply with the housing cost increase notice requirements. See pg. 38.



Notice of Intent to Enter

Your rental agreement gives you the right to control access to your home. That means the landlord cannot enter without proper notice unless there is an emergency situation. The landlord has a right to seek access for repairs, inspections, or showing the unit to prospective tenants or contractors. Your landlord needs to give you:

- At least 2 days’ notice for agreed upon or necessary repairs or inspections (minimum 48 hours)
- At least 1 days’ notice for showing the unit (minimum 24 hours)

Notices to enter must include:

- The date the landlord wants to come in
- The earliest and latest time that they may arrive
- A telephone number you can call in case you need to reschedule

If the date or time does not work for you and you have a valid reason for not wanting to give the landlord access, you should provide dates and times that will work. Valid reasons might be that you have planned a family event in your home at that time or you want to be there during access and need more notice to take time off work.

Your landlord can issue you a 10 Day Notice to Comply if you fail to grant reasonable access.

Notice to Comply or Vacate (10 Days)

A landlord will use a 10-day notice when you violate the rental agreement.

Examples might include:

- Smoking in a non-smoking unit/building
- Keeping a pet when no pets are allowed
- Creating loud noise during quiet hours



The notice needs to state clearly what you have done to violate the rental agreement and what you need to do to comply with the notice. The 10-day period for compliance includes weekends.

- 3 or more 10-day notices within a 12 month period is just cause for termination of a month-to-month tenancy or non-renewal of your lease.

Notice to Pay or Vacate (14 Days)

A landlord will use a 14-day notice when rent, utilities, or installment payments are late. Those are the only charges permitted on this type of notice. It allows a very small window of time to pay what you owe.

- You should do whatever you can to pay within that time.
- If you anticipate not being able to pay your rent on time, it is usually best to let your landlord know beforehand. Your landlord may agree to a payment plan, the worst that can happen is that your landlord says no.
- If you need help with paying your rent, call 2-1-1 for a list of rent help resources. See pledges on pg. 42. If you can secure some financial help from a third party, it may also give you a little extra time.
- 4 or more 14-day notices within a 12 month period is just cause for termination of a month-to-month tenancy or non-renewal of your lease.

Tip:

Pay attention to the date rent is due on your rental agreement. Rent is usually due on the first of the month. It's common to see late fees assessed on the third or fifth day. This does not mean you get a "grace period" which is a common misconception some renters have. It just means you can't be charged a late fee until then. You can receive a 14-day notice any time after midnight of the day the rent is due. See late fee pg. 37

TIP:

The law requires both parties to be reasonable and act in good faith. You and your landlord should make every effort to have clear, respectful communication. Consider the other person's needs, and find agreement on the reason, time, and manner to enter your home. Make sure you document the communication to show you have been co-operative.

In cases of an emergency, a landlord can enter the tenant's unit without notice.

Examples of an emergency may include:

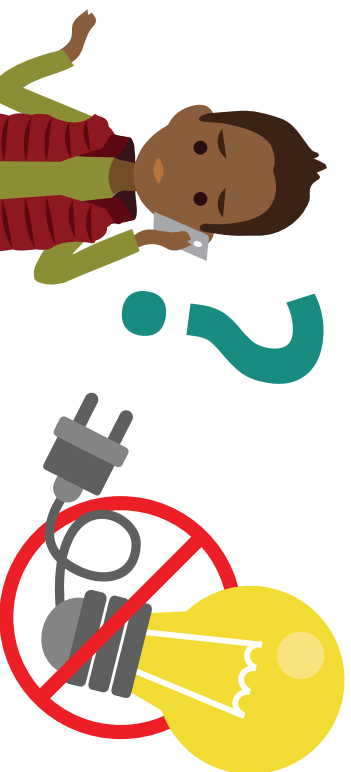
- A major plumbing leak
- A fire
- Police wellness check of the tenant (that requires the landlord to allow officers to enter the unit)



In cases of abandonment, a landlord can enter if they have given notice to enter and received no response after several attempts and evidence exists to reasonably indicate abandonment.

Evidence of abandonment include two or more of the following:

- Your landlord has not received a rent payment
- Your mail has not been collected
- Your utilities have been disconnected for non-payment



Notice to Quit for Waste Nuisance or Criminal Activity (3 Days)

A landlord will use this 3-day notice in very serious situations, like when criminal activity occurs on the property or severe damage is caused to the rental unit. There is no cure for this notice; the only way to comply is to move out or secure an attorney immediately to defend you in an eviction lawsuit.

Landlords must provide a copy of notices for criminal activity to the Seattle Department of Construction and Inspections. There needs to be clear evidence that this type of notice is appropriate for the circumstances.

Notice to Terminate Tenancy for Just Cause

There are specific just cause reasons a landlord can use to terminate a month-to-month rental agreement in Seattle. The notice period required depends on the specific just cause.

The *Just Cause Eviction Ordinance* is discussed under the 'Moving Out' section pg. 46.



Notice of Intent to Sell

Owners of properties with two or more rented units, with at least one unit rented at 80% AMI (average median income) must notify Seattle Office of Housing of their intent to sell at least 90 days before listing the building.

The City, in partnership with the Seattle Housing Authority and community providers, can use the notification information to evaluate properties and deploy a range of property preservation tools, including incentives and acquisition.

This also provides notice to tenants who may be affected by the sale.

Visit www.seattle.gov/housing/intent-to-sell to learn more.

Pledges of Rent Assistance

If you are behind on rent and receive a 14-day notice to pay or vacate, your landlord must accept a written pledge of payment from a third party. A third party can be a church or a non-profit.

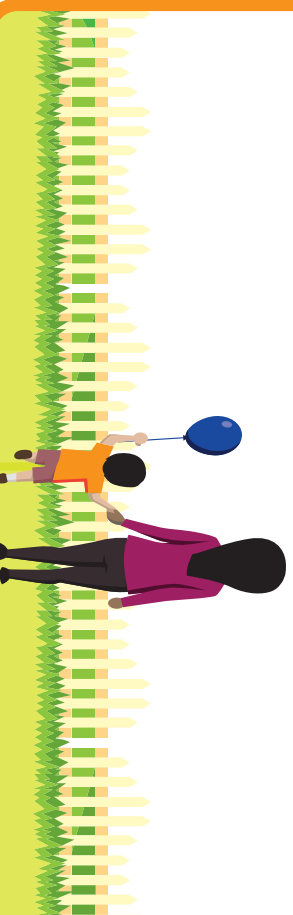
- The pledge must be in writing
- The pledge must be received before the 14-day notice expires
- The source must commit to paying the pledge within 5 days
- The source must not commit the landlord to anything other than providing information for payment
- The payment must be enough to allow you to become current on all costs on its own or in combination with other sources of income or subsidies

Good to Know!

There are additional state laws that require landlords accept pledges of assistance even after a 14-day notice expires right up through the eviction court process. These protections are not enforced by the City. (See RCW 59.18.410)

Domestic Violence Victim Protection

- Tenants experiencing domestic violence cannot be held liable for damages to their rental unit caused by their abuser.
- The tenant must provide documentation to the landlord that they or an occupant was a victim of domestic violence and the perpetrator caused the damage.
- The documentation must be signed by a qualified 3rd party Seattle Police Department, licensed mental health professionals, domestic violence program advocates, clergy, social service case managers.

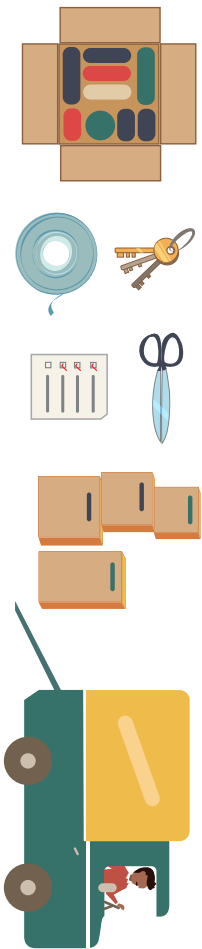


MOVING OUT

Most rental agreements will state how you must give notice to your landlord when you want to move out. If you are a month-to-month tenant, you need to inform your landlord in writing a minimum of 20 days before the end of the month you want to leave. For example, if you wanted to move out by July 31, the landlord must be in receipt of your notice not later than July 11.

Remember if you don't provide proper notice, you may be responsible for rent for the next monthly rental period.





If your landlord unexpectedly issues you a notice to terminate your rental agreement, review it right away. Notices given in the Seattle must comply with City regulations. For help to review your notice call the Helpline at (206) 684-5700.

- If you are a month-to-month tenant or you have a lease that automatically converts to a month-to-month agreement your landlord must give you a just cause reason to terminate your tenancy.
- If you have a terminating lease agreement, the landlord must make a reasonable renewal offer 60-90 days prior to the expiration date or give a just cause for non-renewal.

Good to know

landlords that share their home or live on the same property as their tenants have just cause to terminate a month-to-month tenancy with 20 days' notice and can decline to renew a lease when it expires.

Just Cause Eviction Ordinance

Seattle's *Just Cause Eviction Ordinance* prevents arbitrary eviction of renters. It requires landlords to have a legal reason or *just cause* to terminate to your month-to-month rental agreement or decline to renew your lease. Your landlord must give you a written notice commonly called a *Notice to Terminate Tenancy* and state the specific just cause. The amount of advance notice depends on the specific cause. Unless otherwise stated, a minimum of 20 days' notice before the end of the rental period is required. The following are the only just cause reasons your landlord can terminate your month-by-month rental agreement.

- Late rent: you receive a 14-day notice to pay or vacate and fail to comply.
- Habitual failure to pay rent on time: You receive 4 or more 14-day pay or vacate notices in the most recent 12 month period for late rent.
- Violation of your rental agreement: You receive a 10-day notice to comply with the rules of your rental agreement or vacate and you fail to comply.

- Habitual failure to comply with your rental agreement: You have received 3 or more 10-day notices to comply or vacate in the most recent 12-month period for failure to comply with the rules of your rental agreement.

- Your landlord or a member of their immediate family needs to move into your unit: This requires a 90-day notice. Your landlord can be required by the City to certify (sign a sworn declaration) if they use this just cause and you suspect they do not intend to occupy your unit or move a qualified family member in when you move out.

- Your landlord wants to sell the unit you rent: This requires a 90-day notice and only applies to single-family dwelling units, defined by City code as detached structures that contain one dwelling unit. If you live in a condo, apartment, duplex, triplex, or townhome, your landlord cannot use this as a just cause reason to end your rental agreement.

- Your occupancy of a unit depends on being employed on the property and your employment is terminated. This would typically apply to property managers who live on site.

- Your landlord rents a portion of their own home or an accessory dwelling unit to their own home and no longer wishes to share with you.

- Your landlord wants to substantially remodel your unit or the building where you live displacing you permanently. This requires your landlord to apply to the City for a relocation license which is approximately a 6-month process. The license requirements include giving you an information packet and paying you relocation assistance if your income is at or below 50% of the median income for King County.

- Your landlord wants to demolish the property where you live or change the use to non-residential. This requires a relocation license the same as displacement from a substantial remodel. See above.

- Your landlord wants to change the use of the building to non-residential. This requires a relocation license the same as displacement from a substantial remodel. See above.

- Your landlord wants to convert your unit to a condo or a co-op. These conversions require their own procedure under the *Condominium Conversion Ordinance and Cooperative Conversion Ordinance* SMC 22.903.030 and SMC 22.903.035.

- Your landlord receives a notice of violation for housing standards in a permitted accessory dwelling unit and wants to discontinue renting it. The landlord must pay you relocation assistance in the amount of \$2,000 or the equivalent of 2 months' rent two weeks before you move out.

- Your landlord receives a notice of violation for an unauthorized housing unit, commonly called an "illegal unit," and must discontinue renting your unit. The landlord must pay you relocation assistance of either \$2,000 or the equivalent of 2 months' rent 2 weeks before you move out.

- Your landlord must reduce the number of renters in a dwelling unit to comply with the legal limit. This requires a 30-day notice and payment of relocation assistance of \$2,000 or the equivalent of 2 months' rent 2 weeks prior to move out.

- Your landlord is issued an emergency order by the City to vacate and close your housing unit due to hazardous conditions. The notice requirement depends on the specific circumstances of the emergency, but it is always a very short period of time. You may get relocation assistance if the emergency condition is found to be the landlord's responsibility. Relocation assistance is adjusted for cost of living each year.

- Your landlord issues you a *3 Day Notice to Quit* for engaging in criminal activity on the property. The landlord must specify the crime and facts supporting the allegation in the notice of termination and provide a copy to the City.

Good to Know!

Your just cause rights cannot be waived. Any rental agreement that attempts to do so is unenforceable.

It is a violation of the *Just Cause Eviction Ordinance* for a landlord to rely on a just cause reason to end a rental agreement and fail to follow through, whether that means not moving into the unit, not listing it for sale, etc. Fines and penalties will apply, and renters have the right to sue for \$2,000 in damages in Small Claims Court.

Notices to terminate a tenancy must include specific language (see pg. 36) and information. If you receive a notice, contact the Helpline at (206) 684-5700 for help to determine if it is a proper notice.

Defenses to eviction

Winter Eviction

The winter eviction defense ordinance exists to protect vulnerable renters in Seattle from being made homeless during the coldest weather months. Between December 1st and March 1st moderate income households can rely on this defense to eviction except for the following:

- The landlord owns less than four rental units within the City of Seattle.
- The owner or a member of their immediate family needs to occupy the rental unit.
- The owner wishes to sell the rental unit.
- The City requires the owner to discontinue renting the unit (for various reasons). In some cases, displaced tenants are paid relocation assistance
- The owner issues a 3 Day Quit notice for criminal activity, nuisance/waste or for posing an imminent threat to health and safety and filed a copy with the City.

If you need help with rent or move-in assistance, call 2-1-1 for a comprehensive referral list to agencies with funds and other resources.

School Year Eviction

If your household has students (daycare – high school), educators, or educational support staff, you may raise this as a defense to eviction during the Seattle School District calendar year. The following exceptions apply:

- The owner or their immediate family needs to occupy the rental unit
- The City requires the owner to discontinue renting the unit for various reasons (in some cases displaced tenants are paid relocation assistance)
- The City requires an owner to reduce the number of tenants in a unit.
- The owner issues a 3 Day Quit notice for criminal activity, nuisance/waste or for posing an imminent threat to healthy and safety

Covid-19 related economic hardship

- * Experienced during the Civil Emergency period

Other Eviction Defenses

Exist in City code typically due to some failure by the landlord, such as failure to register the rental property, or failure to certify a just cause termination, as examples.





Unlawful Detainer

An eviction, or unlawful detainer, is the legal process a landlord must follow to ask a court to restore their possessory right to a rental unit. It is illegal for a landlord to attempt to evict a tenant without going through the unlawful detainer process. Actions like changing the locks, removing tenant's belongings, or disconnecting utilities are all strictly prohibited.

Before the court process can begin, the landlord must first give you a notice. The notice may attempt to end your rental agreement for just cause, collect late rent, or enforce the rules of your rental agreement. See types of notices on pg.36. If you fail to comply with a valid notice, the landlord can then proceed with an unlawful detainer lawsuit which asks the court to restore possession of the rental unit to the owner.

The landlord must attempt to serve you a court document called summons and complaint that explains the just cause reason or reasons they have to evict you. Often it will ask for legal costs in addition to the eviction order.

It is extremely important that you seek advice from a qualified attorney immediately after receiving a summons and complaint. The document will contain a deadline for your response. If you do not respond by that deadline, you could be evicted by default.

The City partners with the Housing Justice Project to provide a right to counsel for any tenant household being evicted that can't afford an attorney.

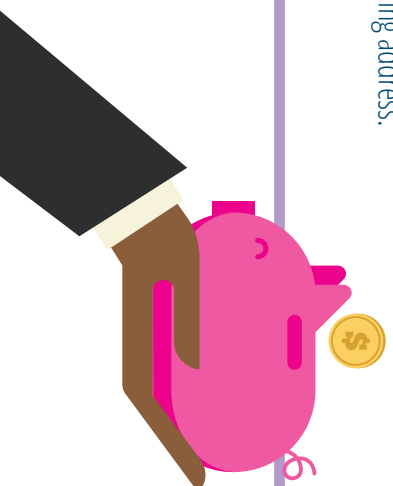
To access your right to counsel, you can contact HJP in four different ways: Complete an online form on www.kcda.org to request legal assistance. Call (206) 580-0762 to leave a message. Email hjpstaff@kcda.org. Visit the walk-in legal clinic M-F, 9am-12pm at the King County Courthouse in Seattle.

Return of Your Security Deposit

When you move out, you must return the rental unit to the same condition as when you rented, except for reasonable wear and tear. Reasonable wear and tear naturally occurs over time through normal usage. Examples are paint fading, scuff marks on linoleum, wear patterns on carpet, etc. Damage, on the other hand, generally occurs suddenly and as a result of negligence, misuse, or by accident. Examples are holes in the wall, broken windows, or burn marks on surfaces.

Your landlord must use the checklist you both signed at the time you moved in to determine if you are responsible for damage to the unit. The landlord is not required to do an exit walk-through with you, but you can ask for one if you think it's useful. It's always a good idea to take pictures of the unit to document the condition you returned it in, including cleanliness. If your landlord charged you for cleaning when you moved in, you cannot be charged for cleaning at move out. If you owe outstanding utility charges, your deposit may be used to cover those.

1. Your landlord has 30 days from your move-out to return your deposit and /or provide you with a statement specifying the basis for retaining any portion of your deposit. Be sure to return all keys to clearly signal that you are restoring possession to the owner.
2. If the landlord needs additional time to get quotes for repair or for a final utility bill to arrive, they must notify you within the 30-day period.
3. Your landlord must consider depreciated value when calculating deductions for damage. For example, the age, condition and useful life remaining of flooring, appliances etc. must be factored into assessing charges for damage.
4. It's your responsibility to provide your landlord a correct mailing address for your deposit refund. If you don't, the landlord must use your last known mailing address.



Final Thoughts

Our homes are fundamental to our sense of security and quality of life. Regulations and fair housing laws exist to protect your right to a safe and healthy environment where you are entitled to the quiet enjoyment of your home.

Having a positive business-like relationship with your landlord contributes to the stability of your rental agreement. Sometimes when conflicts arise, you may have reason to seek information, guidance and even intervention. The Renting in Seattle Helpline (206) 684-5700 is your valuable resource for help whether you are just looking for information or you are ready to make a complaint.

The City protects your ability to exercise your renter rights. Your landlord cannot prevent you from communicating and organizing with other tenants in your building, distributing leaflets or holding meetings. Retaliation by your landlord for exercising your housing rights is strictly prohibited and could result in fines, penalties and/or investigation.

We hope this Renter's Handbook is a useful reference tool. Being informed about your rights and responsibilities is important for the success of your renting experience. Everyone deserves a happy and healthy home.



Renter Resources

2-1-1

Clearinghouse for comprehensive information and referral to financial assistance, legal help, and housing advocacy resources in King County.

Be:Seattle

Provides renter bootcamps and grassroots tenant organizing.
<https://beseattle.org>
206-487-4060

Housing Justice Project King County Bar Association

Provides legal representation for low-income tenants facing eviction.
516 Third Ave Suite W-314, Seattle, WA 98104
<https://housingjusticeproject.org>
206-580-0762

Interim Community Development Association

Provides homeless prevention and housing services for low-income Asian, Pacific-Islanders, immigrant and refugee communities.
601 S King St, Seattle, WA 98104
<https://interimcda.org/>
206-623-5132

Queer Power Alliance

Promoting fair and equitable housing access for LGBTQIA community. Provides tenant education workshops and support.
<https://queerpoweralliance.org/>
1200 12th Ave S Suite 1101, Seattle, WA 98144
206-395-6658

Solid Ground

Solid Ground works to keep people in their current homes through information, advocacy, case management and limited financial support.
1501 N 45th Street, Seattle, WA 98103
<https://www.solid-ground.org/>
206-694-6700





Somali Community Services of Seattle

Non-profit organization that works to improve the quality of life for low-income families and members of the Somali refugee and immigrant community.

8810 Renton Ave S, Seattle, WA 98118

<https://www.somcss.org/>

206-760-1181

Tenant Law Center Catholic Community Services of Western Washington

Provides legal services to low-income tenants facing eviction, subsidy termination and needing reasonable accommodation requests.

100 23rd Ave S, Seattle, WA 98144

<https://cswwww.org/get-help/specialized-services/tenant-law-center/>

206-580-0762

Tenants Union of Washington

Provides tenant counseling services, political advocacy and tenant organizing help.

5425 Rainier Ave S, Suite B, Seattle, WA 98118

<https://tenantsunion.org/>

206-723-0500

United Indians of All Tribes Foundation

Homeless Prevention Program

Social service provider, community center, and cultural home for urban Indians.

5011 Bernie Whitebear Way, Seattle, WA 98199 (Discovery Park)

<https://unitedindians.org>

206 285 4425

Villa Comunitaria

Helps Latinx immigrants navigate the complexities of the United States immigration, housing, health, education, and legal system so they can thrive and prosper.

8201 10th Ave South, Suite 8, Seattle, WA 98108

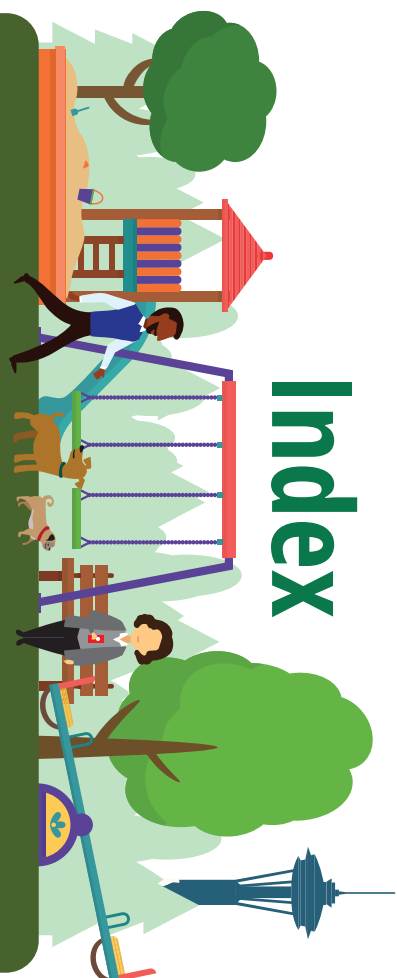
<https://villacomunitaria.org>

206-767-7445

Washington Law Help

Free legal information and self-help court forms written by lawyers to guide you through the court processes of eviction and security deposit disputes

<https://washingtonlawhelp.org/>



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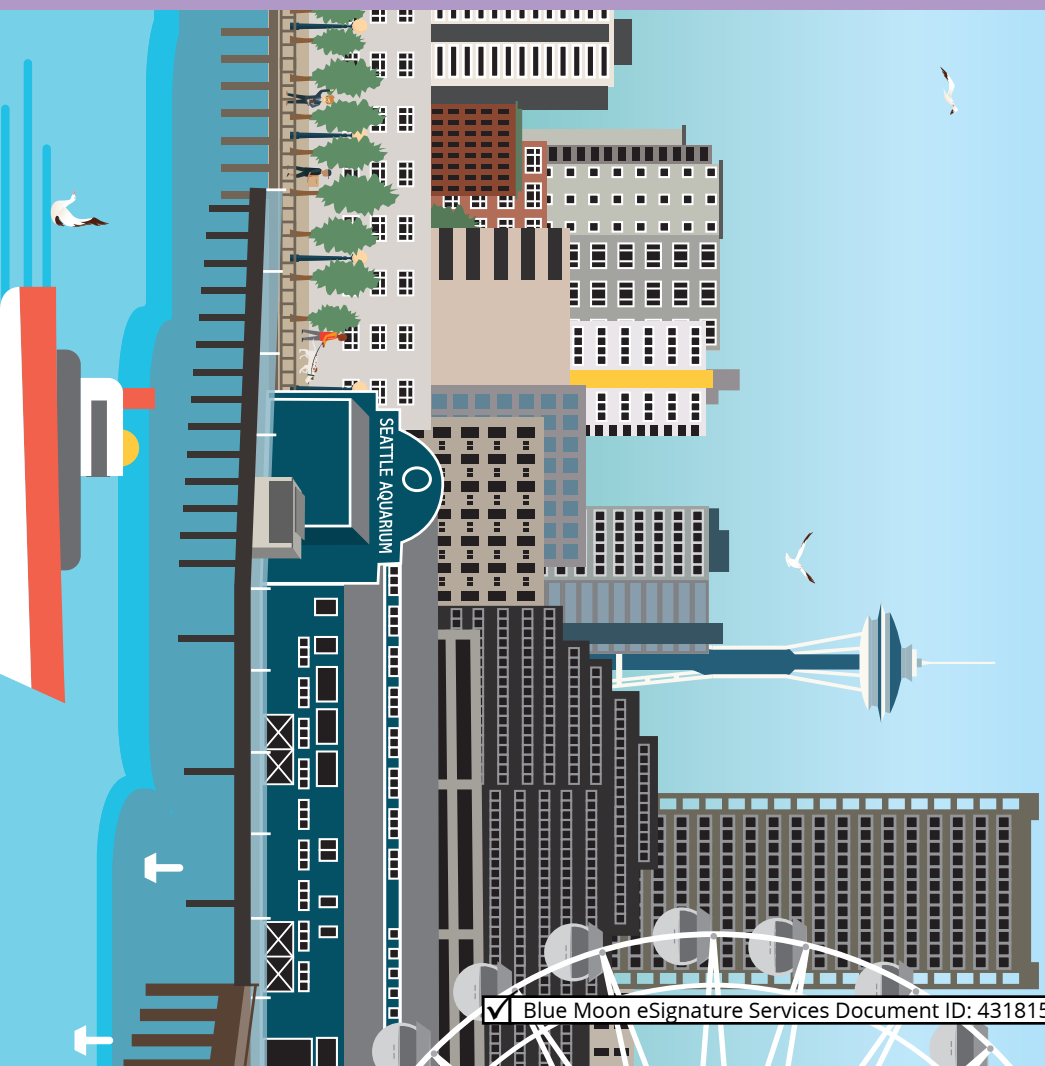
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www.seattle.gov/rentinginseattle



MOVE-IN - PRE-MOVE-OUT - MOVE-OUT INSPECTION FORM

Community Name: The Century

Resident's Name: Evan Willis

Resident's Address: 101 Taylor Ave N # 308 #308, Seattle, WA 98109

LIVING ROOM		LIVING ROOM		LIVING ROOM			LIVING ROOM				
Room / Item	Move In Condition is Clean, No damage except as noted	Pre-Move Out Condition	Cleaning Charge	Damage Charge	Move Out Condition	Cleaning Charge	Damage Charge				
Floor/Carpet											
Fireplace											
Lights											
Window/Screens											
Paint/Walls											
Other											
DINING ROOM		DINING ROOM		DINING ROOM			DINING ROOM				
Room / Item	Move In Condition is Clean, No damage except as noted	Pre-Move Out Condition	Cleaning Charge	Damage Charge	Move Out Condition	Cleaning Charge	Damage Charge				
Floor/Carpet											
Lights											
Windows/Screens											
Paint/Walls											
Other											
ENTRY & HALL		ENTRY & HALL		ENTRY & HALL			ENTRY & HALL				
Room / Item	Move In Condition is Clean, No damage except as noted	Pre-Move Out Condition	Cleaning Charge	Damage Charge	Move Out Condition	Cleaning Charge	Damage Charge				
Floor/Carpet											
Lights											
Windows/Screens											
Paint Walls											
Other											
KITCHEN		KITCHEN		KITCHEN			KITCHEN				
Room / Item	Move In Condition is Clean, No damage except as noted	Pre-Move Out Condition	Cleaning Charge	Damage Charge	Move Out Condition	Cleaning Charge	Damage Charge				
Floor/Carpet											
Cabinets											
Range Top/Oven											
Hood, Filter, Fan											
Refrigerator											
Dishwasher											
Microwave											
Lights											
Sink											
Counters											
Pantry Doors											
Windows/Screens											
Paint/Walls											
Other											
BATHROOMS		Bath 1	Bath 2	Bath 1		Bath 2		Bath 1		Bath 2	
Room / Item	Move In Condition is Clean, No damage except as noted	Pre-Move Out Condition	Cleaning Charge	Damage Charge	Move Out Condition	Cleaning Charge	Damage Charge				
Floors											
Cabinets											
Sink/Vanity/Mirror											
Tub/Shower											
Toilet											
Lights											
Windows/Screens											
Paint/Walls											
Other											
Resident Initials	Move In	Pre-Move out			Move Out						



BEDROOMS	Brdm 1	Brdm 2		Brdm 1	Brdm 2			Brdm 1	Brdm 2		
Room / Item	Move In Condition is Clean, No damage except as noted			Pre-Move Out Condition		Cleaning Charge	Damage Charge	Move Out Condition		Cleaning Charge	Damage Charge
Floors/Carpet											
Lights											
Windows/Screens											
Closets/Doors											
Paint/Walls											
Other											
BEDROOMS	Brdm 3	Brdm 4		Brdm 3	Brdm 4			Brdm 3	Brdm 4		
Room / Item	Move In Condition is Clean, No damage except as noted			Pre-Move Out Condition		Cleaning Charge	Damage Charge	Move Out Condition		Cleaning Charge	Damage Charge
Floors/Carpet											
Lights											
Windows/Screens											
Closets/Doors											
Paint/Walls											
Other											
LAUNDRY	LAUNDRY			LAUNDRY				LAUNDRY			
Room / Item	Move In Condition is Clean, No damage except as noted			Pre-Move Out Condition		Cleaning Charge	Damage Charge	Move Out Condition		Cleaning Charge	Damage Charge
Washer/Dryer											
Floors											
OTHER	OTHER			OTHER				OTHER			
Room / Item	Move In Condition is Clean, No damage except as noted			Pre-Move Out Condition		Cleaning Charge	Damage Charge	Move Out Condition		Cleaning Charge	Damage Charge
Smoke/Carbon Detectors											
Alarms											
Locks											
Window Coverings											
Other											
PATIO/BALCONIES	PATIO/BALCONIES			PATIO/BALCONIES				PATIO/BALCONIES			
Room / Item	Move In Condition is Clean, No damage except as noted			Pre-Move Out Condition		Cleaning Charge	Damage Charge	Move Out Condition		Cleaning Charge	Damage Charge
Walls											
Floors											
Other											
PARKING/STORAGE	PARKING/STORAGE			PARKING/STORAGE				PARKING/STORAGE			
Item	Move In Condition is Clean, No damage except as noted			Pre-Move Out Condition		Cleaning Charge	Damage Charge	Move Out Condition		Cleaning Charge	Damage Charge
Garage/Parking Space											
Doors											
Walls											
Other											
Resident Initial	Move In			Pre-Move Out				Move Out			
KEYS/REMOTE		KEYS/REMOTE				KEYS/REMOTE					
Key FOB		# Issued				# Received					
Garage Remote		# Issued				# Received					
Keys		# Issued				# Received					
CARPET & FLOORING DATA											
Carpet Last Replacement Date:						New at Move In			Yes <input type="checkbox"/> No <input type="checkbox"/>		
Vinyl & Flooring Replacement Date:						New at Move In			Yes <input type="checkbox"/> No <input type="checkbox"/>		
Window Covering Replacement Date:						New at Move In			Yes <input type="checkbox"/> No <input type="checkbox"/>		
Countertop Refinish/Replacement Date:						New at Move In			Yes <input type="checkbox"/> No <input type="checkbox"/>		



Move In Comments:

Pre-Move Out Comments:

Move Out Comments:

By signing below, Residents acknowledge that Residents have inspected the Leased Premises, and that all items within the Leased Premises will be assumed to be in good condition unless otherwise noted on this form. Furthermore, Residents acknowledge that no signs of bedbugs or other pests are present, and that the Leased Premises are in a decent, safe and sanitary condition. Residents hereby accept this form as part of the Residential Lease Contract and agree that it accurately reflects the condition and cleanliness of or existing damages to the Leased Premises. This form is not deemed received by Owner unless it is signed by Owner or an authorized agent of Owner.

(Resident)	Date
Evan Lawrence Willis	04/11/2024
(Resident)	Date
(Resident)	Date
(Resident)	Date
(Owner/Agent)	Date
Nana Alzubi	04/12/2024



E-SIGNATURE CERTIFICATE

This certificate details the actions recorded during the signing of this Document.



DOCUMENT INFORMATION

Status	Signed
Document ID	431815272
Submitted	04/12/24
Total Pages	83
Forms Included	Seattle Apartment Lease, Notary Custom Form Page, Additional Special Provisions, Cleaning and Repair Charges, Addendum for Rent Concession, Lease Contract Buy-Out Agreement, Seattle Animal Addendum, Seattle Enclosed Garage Addendum, Seattle Remote Control, Card, or Code Addendum, Seattle Utility Addendum, Bed Bug Addendum, Mold Information and Prevention Addendum, Renter's or Liability Insurance Addendum, Renter's Insurance Compliance Program Addendum, No-Smoking Addendum, Fire Safety and Protection Information, Mixed Use Addendum, Short-Term Subletting or Rental Prohibited, Package Acceptance Addendum, Photo, Video, and Statement Release Addendum, Legal Description of Property Addendum, Crime/Drug Free Housing Addendum, Class Action Waiver Addendum, Quietly Awesome Guarantee, Community Policies, Rules, & Regulations, Seattle Renter's Handbook, Inspection Form - Generic

PARTIES

Evan Lawrence Willis

signer key: f3b4362b962a985553595694bf07cb89
IP address: 98.165.138.5
signing method: Blue Moon eSignature Services
authentication method: eSignature by email evanwillis01@gmail.com
browser: Mozilla/5.0 (Macintosh; Intel Mac OS X 10_15_7) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/124.0.0.0 Safari/537.36

Evan Lawrence Willis

Nana Alzubi

signer key: db08a80130ca70f015df859da6771de5
IP address:
signing method: Blue Moon eSignature Services
authentication method: eSignature by email Info@thecenturyseattle.com

Nana Alzubi

DOCUMENT AUDIT

1	04/11/24 03:29:25 PM CDT	Evan Lawrence Willis accepted Consumer Disclosure
2	04/11/24 03:31:31 PM CDT	Evan Lawrence Willis signed Seattle Apartment Lease
3	04/11/24 03:33:57 PM CDT	Evan Lawrence Willis signed Notary Custom Form Page
4	04/11/24 03:31:48 PM CDT	Evan Lawrence Willis signed Additional Special Provisions
5	04/11/24 03:31:49 PM CDT	Evan Lawrence Willis dated Additional Special Provisions
6	04/11/24 03:31:55 PM CDT	Evan Lawrence Willis signed Cleaning and Repair Charges
7	04/11/24 03:31:56 PM CDT	Evan Lawrence Willis dated Cleaning and Repair Charges
8	04/11/24 03:32:22 PM CDT	Evan Lawrence Willis signed Addendum for Rent Concession
9	04/11/24 03:32:36 PM CDT	Evan Lawrence Willis signed Lease Contract Buy-Out Agreement
10	04/11/24 03:33:52 PM CDT	Evan Lawrence Willis signed Seattle Animal Addendum
11	04/11/24 03:33:01 PM CDT	Evan Lawrence Willis signed Seattle Enclosed Garage Addendum
12	04/11/24 03:36:43 PM CDT	Evan Lawrence Willis signed Seattle Remote Control, Card, or Code Addendum

DOCUMENT AUDIT CONTINUED

13	04/11/24 03:37:55 PM CDT	Evan Lawrence Willis signed Seattle Utility Addendum
14	04/11/24 03:37:56 PM CDT	Evan Lawrence Willis dated Seattle Utility Addendum
15	04/11/24 03:38:03 PM CDT	Evan Lawrence Willis signed Bed Bug Addendum
16	04/11/24 03:38:12 PM CDT	Evan Lawrence Willis signed Mold Information and Prevention Addendum
17	04/11/24 03:38:17 PM CDT	Evan Lawrence Willis signed Renter's or Liability Insurance Addendum
18	04/11/24 03:40:16 PM CDT	Evan Lawrence Willis signed Renter's Insurance Compliance Program Addendum
19	04/11/24 03:40:18 PM CDT	Evan Lawrence Willis dated Renter's Insurance Compliance Program Addendum
20	04/11/24 03:40:34 PM CDT	Evan Lawrence Willis signed No-Smoking Addendum
21	04/11/24 03:40:48 PM CDT	Evan Lawrence Willis signed Fire Safety and Protection Information
22	04/11/24 08:18:45 PM CDT	Evan Lawrence Willis signed Mixed Use Addendum
23	04/11/24 08:19:21 PM CDT	Evan Lawrence Willis signed Short-Term Subletting or Rental Prohibited
24	04/11/24 08:20:12 PM CDT	Evan Lawrence Willis signed Package Acceptance Addendum
25	04/11/24 08:20:35 PM CDT	Evan Lawrence Willis signed Photo, Video, and Statement Release Addendum
26	04/11/24 08:21:46 PM CDT	Evan Lawrence Willis signed Legal Description of Property Addendum
27	04/11/24 08:21:48 PM CDT	Evan Lawrence Willis dated Legal Description of Property Addendum
28	04/11/24 08:21:54 PM CDT	Evan Lawrence Willis signed Crime/Drug Free Housing Addendum
29	04/11/24 08:21:55 PM CDT	Evan Lawrence Willis dated Crime/Drug Free Housing Addendum
30	04/11/24 08:22:03 PM CDT	Evan Lawrence Willis signed Class Action Waiver Addendum
31	04/11/24 08:22:04 PM CDT	Evan Lawrence Willis dated Class Action Waiver Addendum
32	04/11/24 08:22:24 PM CDT	Evan Lawrence Willis signed Quietly Awesome Guarantee
33	04/11/24 08:22:25 PM CDT	Evan Lawrence Willis dated Quietly Awesome Guarantee
34	04/11/24 08:23:18 PM CDT	Evan Lawrence Willis signed Community Policies, Rules, & Regulations
35	04/11/24 08:23:19 PM CDT	Evan Lawrence Willis dated Community Policies, Rules, & Regulations
36	04/11/24 08:24:07 PM CDT	Evan Lawrence Willis signed Seattle Renter's Handbook
37	04/11/24 09:50:11 PM CDT	Evan Lawrence Willis signed Inspection Form - Generic
38	04/11/24 09:50:12 PM CDT	Evan Lawrence Willis dated Inspection Form - Generic
39	04/11/24 09:50:16 PM CDT	Evan Lawrence Willis submitted signed documents
40	04/12/24 11:34:28 AM CDT	Nana Alzubi accepted Consumer Disclosure
41	04/12/24 11:34:28 AM CDT	Nana Alzubi signed Seattle Apartment Lease
42	04/12/24 11:34:28 AM CDT	Nana Alzubi signed Notary Custom Form Page
43	04/12/24 11:34:28 AM CDT	Nana Alzubi signed Additional Special Provisions
44	04/12/24 11:34:28 AM CDT	Nana Alzubi dated Additional Special Provisions
45	04/12/24 11:34:28 AM CDT	Nana Alzubi dated Cleaning and Repair Charges
46	04/12/24 11:34:28 AM CDT	Nana Alzubi signed Cleaning and Repair Charges
47	04/12/24 11:34:28 AM CDT	Nana Alzubi signed Addendum for Rent Concession
48	04/12/24 11:34:28 AM CDT	Nana Alzubi signed Lease Contract Buy-Out Agreement
49	04/12/24 11:34:28 AM CDT	Nana Alzubi dated Seattle Animal Addendum
50	04/12/24 11:34:28 AM CDT	Nana Alzubi signed Seattle Animal Addendum
51	04/12/24 11:34:28 AM CDT	Nana Alzubi signed Seattle Enclosed Garage Addendum
52	04/12/24 11:34:28 AM CDT	Nana Alzubi signed Seattle Remote Control, Card, or Code Addendum
53	04/12/24 11:34:28 AM CDT	Nana Alzubi dated Seattle Utility Addendum
54	04/12/24 11:34:28 AM CDT	Nana Alzubi signed Seattle Utility Addendum
55	04/12/24 11:34:28 AM CDT	Nana Alzubi dated Bed Bug Addendum
56	04/12/24 11:34:28 AM CDT	Nana Alzubi signed Bed Bug Addendum
57	04/12/24 11:34:28 AM CDT	Nana Alzubi signed Mold Information and Prevention Addendum
58	04/12/24 11:34:28 AM CDT	Nana Alzubi signed Renter's or Liability Insurance Addendum
59	04/12/24 11:34:28 AM CDT	Nana Alzubi dated Renter's Insurance Compliance Program Addendum

DOCUMENT AUDIT CONTINUED

60	04/12/24 11:34:28 AM CDT	Nana Alzubi signed Renter's Insurance Compliance Program Addendum
61	04/12/24 11:34:28 AM CDT	Nana Alzubi signed No-Smoking Addendum
62	04/12/24 11:34:28 AM CDT	Nana Alzubi signed Fire Safety and Protection Information
63	04/12/24 11:34:28 AM CDT	Nana Alzubi dated Mixed Use Addendum
64	04/12/24 11:34:28 AM CDT	Nana Alzubi signed Mixed Use Addendum
65	04/12/24 11:34:28 AM CDT	Nana Alzubi dated Short-Term Subletting or Rental Prohibited
66	04/12/24 11:34:28 AM CDT	Nana Alzubi signed Short-Term Subletting or Rental Prohibited
67	04/12/24 11:34:28 AM CDT	Nana Alzubi dated Package Acceptance Addendum
68	04/12/24 11:34:28 AM CDT	Nana Alzubi signed Package Acceptance Addendum
69	04/12/24 11:34:28 AM CDT	Nana Alzubi dated Photo, Video, and Statement Release Addendum
70	04/12/24 11:34:28 AM CDT	Nana Alzubi signed Photo, Video, and Statement Release Addendum
71	04/12/24 11:34:28 AM CDT	Nana Alzubi dated Legal Description of Property Addendum
72	04/12/24 11:34:28 AM CDT	Nana Alzubi signed Legal Description of Property Addendum
73	04/12/24 11:34:28 AM CDT	Nana Alzubi dated Crime/Drug Free Housing Addendum
74	04/12/24 11:34:28 AM CDT	Nana Alzubi signed Crime/Drug Free Housing Addendum
75	04/12/24 11:34:28 AM CDT	Nana Alzubi dated Class Action Waiver Addendum
76	04/12/24 11:34:28 AM CDT	Nana Alzubi signed Class Action Waiver Addendum
77	04/12/24 11:34:28 AM CDT	Nana Alzubi signed Quietly Awesome Guarantee
78	04/12/24 11:34:28 AM CDT	Nana Alzubi dated Quietly Awesome Guarantee
79	04/12/24 11:34:28 AM CDT	Nana Alzubi dated Community Policies, Rules, & Regulations
80	04/12/24 11:34:28 AM CDT	Nana Alzubi signed Community Policies, Rules, & Regulations
81	04/12/24 11:34:28 AM CDT	Nana Alzubi signed Seattle Renter's Handbook
82	04/12/24 11:34:28 AM CDT	Nana Alzubi dated Inspection Form - Generic
83	04/12/24 11:34:28 AM CDT	Nana Alzubi signed Inspection Form - Generic
84	04/12/24 11:34:28 AM CDT	Nana Alzubi submitted signed documents