



### **What is the intent of the new landlord-tenant ordinance?**

The intent of the landlord-tenant ordinance passed by the City Council in March 2023 is to require business licenses for owners/operators of rental properties, to create a long-term (30 days or more) rental registry, and to re-iterate existing standards and habitability expectations and enforcement mechanisms for rental housing in the City of Spokane. The ordinance is focused on preserving housing stock, maintaining safe living spaces, and creating and maintaining a database to track the rental units in our community. For full details, see the ordinance: <https://my.spokanecity.org/smc/?Chapter=10.57>

### **When did the new program launch?**

The long-term rental registry opened on Dec. 1, 2023. Business licenses for rental properties can be obtained through the [Washington State Department of Revenue](#). All rental properties must now be registered by either landlords, property managers or agents of the owner as the registry will remain open. The City appreciates those who registered during the first month of the program. In future years, the annual registration window for long-term rentals will be open in November and December for the following year. In the meantime, Code Enforcement continues to respond to complaints for substandard conditions at properties across the city, including rental properties. Complaints can be submitted using [311](#). If you're unable to process your request online for any reason, you can also call 3-1-1, or 509-755-CITY (2489), from 7 a.m. to 6 p.m. Monday through Friday and they can assist with filing a complaint on your behalf.

### **How do I register?**

The long-term rental registry is an online portal on the [Code Enforcement website](#). The registration process requires property information, ownership and management information, business license number and payment of fees. If online access is needed, a computer is available in the Development Services Center on the Third Floor of City Hall from 8 a.m. to 5 p.m. Monday, Tuesday, Thursday and Friday and 11 a.m. to 5 p.m. on Wednesday.

### **What is the cost?**

The ordinance establishes a business license requirement for all rental properties in the City of Spokane. The business license has an annual fee of \$127, according to [SMC 08.02.0206 \(A\)](#). Additionally, the ordinance establishes a \$15 per rental unit fee that will be paid as a part of the rental registry application. The initial inspection and initial re-inspection (if needed) that are conducted by Code Enforcement staff doesn't have a fee. However, if subsequent inspections are needed at specific properties due to violations not being adequately addressed, additional safety inspection fees may be assessed.

### **When will Code Enforcement start registry-based inspections?**

Early 2024.

### **Does Code Enforcement already do these inspections?**

Yes, Code Enforcement investigates substandard buildings in the City of Spokane. These investigations apply to all types of buildings and uses, including rental properties. The inspection process is not new as a part of this ordinance, but the rental-specific programming and dedicated staffing is new.

### **What are the standards or deficiencies that Code Enforcement inspects for?**

The substandard building criteria that Code Enforcement utilizes during inspections is detailed in SMC 17F.070.400. The deficiencies include issues such as inadequate weatherproofing, defective/inoperable plumbing, and inoperable or inadequate heating system. For the full list, see the [code](#). Code Enforcement will provide education and resource materials to the public as they are developed, including an inspection checklist.

### **I'm a tenant, how do I submit a complaint?**

Complaints can be submitted using the City's [311 system](#). This type of case should be originated as a code/zoning complaint. Code Enforcement staff will contact the complainant to coordinate an inspection to observe the deficiency. Should a violation be observed, notice of violation would be sent to property owners/managers to get the issue repaired. If you're unable to process your request online for any reason, you can also call 3-1-1, or 509-755-CITY (2489), from 7 a.m. to 6 p.m. Monday through Friday and they can assist with filling a complaint on your behalf.

### **My rental property is old, and I'm worried that it won't pass inspection. What should I expect?**

The intent of the program is to maintain existing buildings in a safe and habitable condition, as they were constructed. This ordinance did not implement new codes or standards that older buildings have to comply with. Rather, the ordinance establishes a registry and mechanism for more inspections to occur to ensure that existing minimum habitability and maintenance standards that are currently in place are complied with. An inspection of an older building would not note deficiencies just based on its era or the age of the building components, only if those systems were dilapidated, not functioning, dangerous, etc.

### **What if I need to do repairs? Do I need to obtain permits for repairs at my rental property?**

While some types of maintenance work does not require permits, many repairs do require permits and inspection to verify code compliance. Contact the Development Services Center at 509-625-6300 for more information. More information can also be found here:

[Business & Development Residential Services - City of Spokane, Washington \(spokanecity.org\)](https://spokanecity.org/business-development/residential-services)

[Business & Development Commercial Services - City of Spokane, Washington \(spokanecity.org\)](https://spokanecity.org/business-development/commercial-services)

Repairs should be completed in a professional manner and as timely as possible, as deferred maintenance and unpermitted work complicates resolution of existing building deficiencies.

### **What resources are available for tenants and landlords?**

Resource and educational materials have been and will be posted to the [Code Enforcement page](#).

### **What if landlords, property managers or agents of property managers don't comply with the ordinance?**

While voluntary compliance is the goal, those who don't register their properties in early 2024, Spokane Municipal Code speaks to [Section 08.01.270](#) on failure to make an application. If a landlord fails to file an application and to pay the registration fee, the City's Taxes and Licenses Division or Code Enforcement Department may determine the amount and issue a Class I notice of infraction pursuant to [SMC Chapter 1.05](#). Landlords are subject to [SMC 10.57.020](#), failure to comply with the residential rental registry requirement set forth in [SMC 10.57.020\(E\)](#). If Code Enforcement staff identifies a long-term rental property that is operating without a license and without the property being registered, staff will send a notice of violation to responsible parties for the property advising of the need to register the property. Code Enforcement staff also is planning to work on software solutions that will assist in identifying long-term rental properties that may not have voluntarily registered.

### **Is there a separate program for registering short-term (less than 30 days) rentals?**

Yes. If you are looking for information on registering a short-term rental property, visit the [short-term rentals page](#).

### **Who do I contact for questions?**

For questions on the rental registry, email [codeenforcement@spokanecity.org](mailto:codeenforcement@spokanecity.org). For questions on obtaining a business license for operating a rental property business in the City, call the Washington State Department of Revenue at 360-705-6741 or City of Spokane Taxes and Licenses at 509-625-6070. Visit the [Code Enforcement website](#) for more information. These resources are also available:

- [How-To Guide on Long-Term Rental Registry and Business Licenses](#)
- [Inspection Checklist](#)
- [Long-Term Rental Registry Exemptions](#)
- [Rental Registry and Inspections Powerpoint Presentation](#)