



## PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT

210 Lottie Street, Bellingham, WA 98225  
Telephone: (360) 778-8300 Fax: (360) 778-8302 TTY: (360) 778-8382

### RENTAL REGISTRATION AND SAFETY INSPECTION PROGRAM DIRECTOR'S RULE

#### **APPLICABLE SECTION NUMBER AND TITLE:**

BMC 6.15.040.G - Display of Registration

#### **DIRECTOR:**

Rick Sepler

#### **DATE:**

November 23<sup>rd</sup>, 2015

#### **ISSUES:**

Determine one or more alternative or additional methods to the requirement of posting a copy of the registration certificate on the inside of each residential housing unit.

#### **FINDINGS:**

1. BMC 6.15.040.G states that *"the director may by rule establish one or more alternative or additional methods for conveying the information to tenants of residential housing units."*
2. BMC 6.15.100 states that *"The director is authorized to adopt, publish and enforce rules and regulations, consistent with this chapter and the standards in this chapter for the purpose of carrying out the provisions of this chapter, and it is unlawful to violate or fail to comply with any such rule or regulation."*
3. With regards to rental properties with a large number of units, ensuring that each unit maintains a posted copy of the registration certificate would be difficult for a property manager or owner to achieve.



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### **OPINION AND DIRECTOR'S RULE:**

Alternative methods for conveying the information on the registration certificate shall be as follows:

1. Include a copy of the registration certificate in the lease agreement and have tenants sign off that they have read the contents and been provided with a copy and maintain the signed copy for the period of the lease; or
2. Tenants may sign an affidavit, which is then kept in their file concurrent with the term of the lease, that indicates they have been presented with a copy of the registration certificate and read its contents; or
3. In such rental properties as contain a central shared location that is accessible to tenants, such as a lobby, mail room, or leasing office, a copy of the registration certificate listing all applicable units may be posted there. This option must be employed in conjunction with either option #1 or option #2 (as detailed above).