



RESIDENTIAL RENTAL LICENSE-- FREQUENTLY ASKED QUESTIONS

What is the effective date for the new residential rental license requirement?

The changes are effective January 1, 2016, however, the deadline for the initial year reporting is extended to March 31, 2016.

Who is required to license? Any rental unit owner who provides residential property for rent/lease.

What does the Residential License cost? The annual fee is \$25.00 for the first location, plus \$1.00 for each rental unit identified in the license application.

Do I have to obtain a license for each rental location? No, multiple rental units owned and operated by the same business entity on more than one premise may be included in a single license.

Are there any exceptions to the license requirement? Yes, for the following conditions:

- Units occupied by the owner and/or owner's family are exempt
- Units that are not available for rent (for example, inhabitable)
- Hotels, motels, inns or tourist homes
- Retirement or nursing homes
- Hospital, state-licensed community care facility, or extended medical care facility
- Housing accommodations that a government unit, agency or authority owns, operates, or manages
- Convent, monastery or other facility occupied by members of a religious order

Is the license required annually? Yes, this is an annual license. The Rental Housing Business License Application form needs to be filed annually, and is due by January 31st of each year. As 2016 is the initial year, the reporting due date is extended to March 31, 2016.

For properties acquired during the year, the owner is required to file a License Application Form within 30 days of taking possession of the property.

The annual form is available at www.aberdeenwa.gov .