

WHEN RECORDED SUBMIT A COPY TO:
Planning and Development Services Department
City of Snohomish
116 Union Avenue
Snohomish, WA 98290



CITY OF SNOHOMISH

P.O. BOX 1589 | SNOHOMISH, WASHINGTON 98290 | (360) 568-3115 | WWW.SNOHOMISHWA.GOV

GUARANTEE OF OWNER OCCUPANCY

Address of primary residence: _____

Address of the accessory dwelling: _____

Assessor's Property Tax Parcel Number(s): _____

Legal Description: _____

- 1) I/We, _____, am/are the owner of the property described above and occupy a dwelling unit at this address as my/our permanent and principal residence.
- 2) I/We will continue to occupy one of the two dwelling units at this location as my/our principal and permanent residence for more than six months of the calendar year.
- 3) I/We understand that the occupancy of the accessory dwelling unit, together with all roomers or boarders that may reside at the home, shall not exceed a total of three.
- 4) I/We understand that providing false guarantee or failure to maintain owner occupancy will result in eviction of my tenants and penalties as prescribed in City of Snohomish Land Use Development Code Chapter 14.85.

- 5) I/We will notify prospective purchasers of the limitations of City of Snohomish Accessory Dwelling Unit regulations.
- 6) I/We agree to have this document recorded with the Snohomish County Auditor at my/our expense and supply a copy of the recorded document to the City of Snohomish.
- 7) This certification will remain in effect during the period of my/our ownership of the property unless I/we record a certification with the Snohomish County Auditor that the use of the property for an accessory dwelling unit has been discontinued.
- 8) I/We understand that within 30 days of a sale or transfer of the property, the new property owner shall record a Guarantee of Owner Occupancy with the Snohomish County Auditor and a copy of the recorded document shall be provided to the City of Snohomish.

I/We certify under penalty of perjury under the laws of the State of Washington that the foregoing statements are true and correct.

 (Date & Place of Signing)

 (Signature)

STATE OF WASHINGTON)
)
 COUNTY OF SNOHOMISH)

I/We certify that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that **he/she** signed this instrument, on oath stated that **he/she** was authorized to execute the instrument and acknowledged it as the **owner** of _____ to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

DATED this _____ day of _____, 20__.

 (Legibly print name of notary)
 NOTARY PUBLIC in and for the State of
 Washington, residing at _____
 My commission expires _____



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ACCESSORY DWELLING UNIT GUARANTEE OF OWNER-OCCUPANCY FORM GUIDE

- Property owner shall print and complete the [Guarantee of Owner-Occupancy Form](#) and is responsible for obtaining notary certification of his/her signature(s).
- Once the form is notarized, take it to the [Recording Division of the Snohomish County Auditor's Office](#) for recording.
- The recorded form shall then be submitted as an upload attachment to the permit through the [Self-Service Permit Portal \(SSPP\)](#) prior to final inspection.