



Welcome to LARS

Deployed in 2023 for SPU Real Property Services, LARS, which stands for Land and Rights System, will be the primary system used for Property Acquisitions and Property Management. LARS will manage the buying, selling, leasing and permitting records for the Utility.

This document is available to assist you through the process of registration and guides you on how to submit a Service Request.

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LARS REGISTRATION

Logging into LARS: <https://cityofseattle.flairdocs.com/Prod/>

Seattle Public Utilities

Have a service request?

Individual, Business, Other Agency Users

Create a LARS User Account

External User Registration

Getting Started with LARS Guide

Welcome to LARS

Sign In

User Name

Password

Login

Forgot Password?

SPU Employee

Click Here

Need assistance, please contact:
SPU_RealProperty@Seattle.gov

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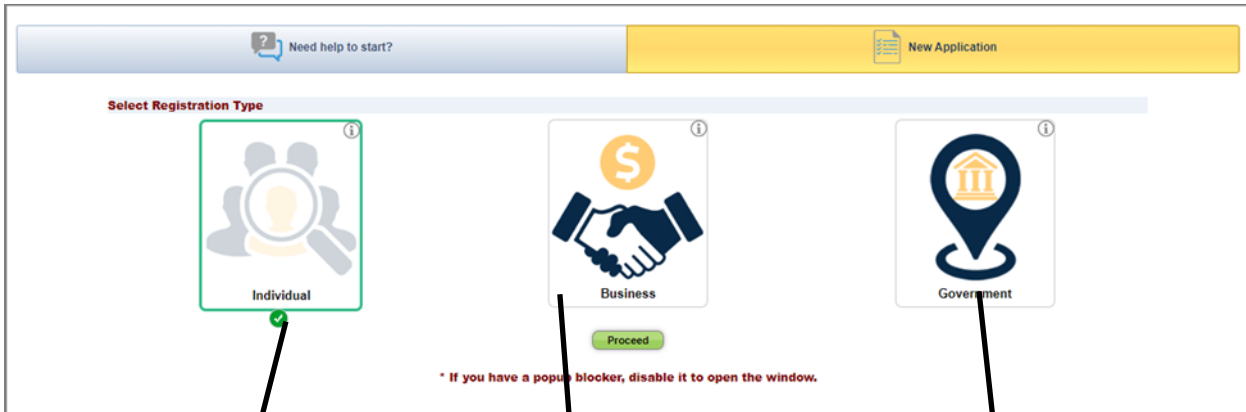
Sign in section

Current SPU employees can log in without a password.

Create a NEW User Registration if you are:

- A new SPU employee
- An Individual User
- A Business User
- Other NON-City of Seattle Government User

REGISTRATION: Select One of the Registration Types



Individuals:

- Homeowners

Business

- Sole Proprietorship
- Partnership
- LLC
- Corporation
- Other

Government

- Federal
- State
- County
- Other Municipality
- CITY OF SEATTLE
STAFF (NEW
EMPLOYEE)

INDIVIDUAL REGISTRATION:

Individual

Individual Details

First Name: Last Name:

User Mailing Address

Mailing Address 1:

Mailing Address 2:

Mailing Address 3:

State:

City:

Zip:

Preferred Contact

Work Phone: Ext:

Cell Phone:

Fax:

Email:

Notes:

Account Profile

User Name:

Password: Confirm Password:

The security question is used in case you forgot your password. You will need to know the answer to this question in order to regain access to the system.

Security Question:

Security Answer:

Privacy Statement

Personal information entered on this form is subject to Washington Public Records Act and may be subject to disclosure to a third-party requestor. At the City of Seattle, we are committed to protecting your privacy and will ensure that any disclosures are done according to law. To learn more about how this information is managed please see our [Privacy Statement](#)

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Accept EULA

Information Needed From You:

- First and Last Name
- Mailing Address
- Contact Information: Phone & Email
- User Name & Password
- Security Questions & Answer
- Accepting the EULA (End User License Agreement)

After registering, you will receive an email that will provide your username and password information. You will also receive a link to LARS. Please save this email for your records.

BUSINESS REGISTRATION:

Business

Business Category:

Company Name:

Physical Address

Physical Address 1:

Physical Address 2:

Physical Address 3:

State:

City:

Zip:

Agency Mailing Address

Same as Physical Address

Mailing Address 1:

Mailing Address 2:

Mailing Address 3:

State:

City:

Zip:

Business Contact

First Name: Last Name:

User Mailing Address

Same as company's mailing address

Mailing Address 1:

Mailing Address 2:

Mailing Address 3:

State:

City:

Zip:

Preferred Contact

Work Phone: Ext:

Cell Phone:

Fax:

Email:

Notes:

Account Profile

User Name:

Password:

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Security Question:

Security Answer:

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Information Needed From You:

- Business Category
- Physical Address
- Mailing Address (if different)
- Business Contact Person First & Last Name
- Contact Information: Phone & Email
- User Name & Password
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GOVERNMENT REGISTRATION:

Government

Type of Government: Department Name:

Agency Name:

Physical Address

Physical Address 1:

Physical Address 2:

Physical Address 3:

State:

City:

Zip:

Agency Mailing Address

Same as Physical Address

Mailing Address 1:

Mailing Address 2:

Mailing Address 3:

State:

City:

Zip:

Government Contact

First Name: Last Name:

User Mailing Address

Same as Agency's mailing address

Mailing Address 1:

Mailing Address 2:

Mailing Address 3:

State:

City:

Zip:

Work Phone: Ext:

Cell Phone:

Fax:

Email:

Notes:

Account Profile

User Name:

Password:

The security question is used in case you forgot your password. You will need to know the answer to this question.

Security Question:

Security Answer:

Privacy Statement

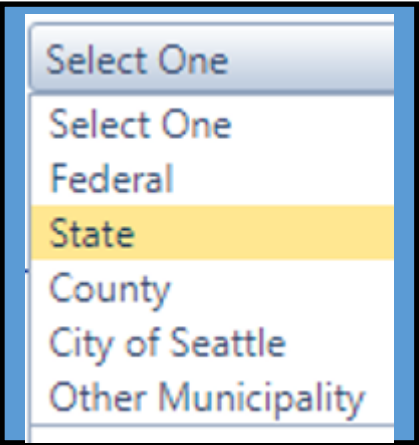
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Accept EULA



- Information Needed From You:
- Type of Government
 - Agency Name & Department Name
 - Physical Address
 - Agency Mailing Address (if different)
 - Government Contact Person First & Last Name
 - User Mailing Address (if different)
 - Contact Information: Phone & Email
 - User Name & Password
 - Security Questions & Answer
 - Accepting the EULA (End User License Agreement)

After registering, you will receive an email that will provide your username and password information. You will also receive a link to LARS. Please save this email for your records.

LARS REGISTRATION FOR NEW CITY OF SEATTLE EMPLOYEES

Logging into LARS: <https://cityofseattle.flairdocs.com/Prod/>

The screenshot shows the LARS login interface for Seattle Public Utilities. On the left, there is a sidebar with the Seattle Public Utilities logo, a link for service requests, and a section for creating a LARS user account, which includes an 'External User Registration' button and a link to a LARS guide. The main content area features a 'Welcome to LARS' header, a 'Sign In' section with fields for 'User Name' and 'Password', a 'Login' button, and a 'Forgot Password?' link. Below this is a section for 'SPU Employee' with a 'Click Here' button. At the bottom, there is a contact email for assistance: SPU_RealProperty@Seattle.gov. The page is powered by Flairdocs. Three callout boxes provide additional information: one points to the 'Sign In' section, another points to the 'External User Registration' button, and a third points to the 'Click Here' button for SPU employees.

Sign in section

Create a NEW User Registration if you are:

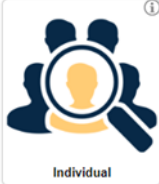
- A new SPU employee


Current SPU employees can log in without a password.

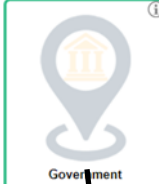
REGISTRATION: Select Government

Need help to start? New Application

Select Registration Type

 Individual

 Business

 Government

Proceed

* If you have a popup blocker, disable it to open the window.

Government

- **CITY OF SEATTLE STAFF (NEW EMPLOYEE)**

CITY OF SEATTLE EMPLOYEE REGISTRATION:

Government

Type of Government: **Department Name:**

Agency Name:

Physical Address

Physical Address 1:

Physical Address 2:

Physical Address 3:

State:

City:

Zip:

Agency Mailing Address

Same as Physical Address

Mailing Address 1:

Mailing Address 2:

Mailing Address 3:

State:

City:

Zip:

Government Contact

First Name: **Last Name:**

User Mailing Address

Same as Agency's mailing address

Mailing Address 1:

Mailing Address 2:

Mailing Address 3:

State:

City:

Zip:

Work Phone: Ext:

Cell Phone:

Fax:

Email:

Notes:

Account Profile

User Name:

Password:

The security question is used in case you forgot your password. You will need to know the answer to this question in case you forget your password.

Security Question:

Security Answer:

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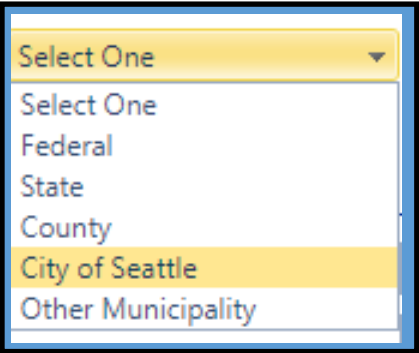
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Accept EULA



- Information Needed From You:
- Government Type: **SELECT City of Seattle in the drop down menu**
 - Agency Name & Department Name
 - Physical Address
 - Agency Mailing Address (if different)
 - Government Contact Person First & Last Name
 - User Mailing Address (if different)
 - Contact Information: Phone & **@seattle.gov email**
 - User Name & Password
 - Security Questions & Answer

After you complete the registration, it is important to contact the administrator to request access to the application. Email: SPU_RealProperty@seattle.gov Subject: LARS Access

SUBMITTING A SERVICE REQUEST: External Users

<https://cityofseattle.flairdocs.com/Prod/>

Seattle Public Utilities

Have a service request?

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Forgot Password?

SPU Employee

Click Here

Need assistance, please contact:
SPU_RealProperty@Seattle.gov

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Before submitting a request, gather the necessary information you'll need first,

- Division/Group: *if applicable
- Project Start Date: *if available
- Description of the property or project needs
- Services requested
- Address or PIN #. *If an address is not available, you can use cross streets "24th Ave SW and Main" or enter in "multiple sites" in the address line.*
- Location Description: ex: NE corner

SERVICE REQUEST FORM

Note: This is Test and Training Environment

Service Request

[My Profile](#)

Bold Fields are Required + -

Summary of Service Request

Hint: Click on column name to sort: ascending or descending

Service Request ID	Requestor	Date Service Request Submitted	Site Address/Location	Services Requested	SR Status	Reviewer Notes	Flag
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No records to display.

Contact Information

Business Category: LLC	Company Name: SPU test	
Contact Name: LARS GOV	Email: spularsgov@gmail.com	Phone: (206) 845-6123

Click this blue button for more information

Service Request

[+ Add New](#)

Real Property Service Request Form

Service Type: Real Property Service Request Form	Division/Group(i.e., DSO, SCL, King County Housing) i	Project Start Date:
---	--	---------------------

We will notify you if fulfilling this service request will result in charges to you.

Please describe your project and property needs:

Select Services Requested (Check all Services that Apply)

- | | | |
|---|---|--|
| <input type="checkbox"/> Select All | <input type="checkbox"/> Research, Interpret, Document Property Data i | <input type="checkbox"/> Acquire Property i |
| <input type="checkbox"/> Grant Property Rights i | <input type="checkbox"/> Report Encroachment i | <input type="checkbox"/> Other i |
| <input type="checkbox"/> Cellular Request i | | |

Select the type of service requested

Site Address/Location

Instructions: In this section you are required to enter the Site address information fields or King County Parcel ID (PIN#)

Address Line 1:	Address Line 2:	City:
County: King	State:	Zip:

PIN #:

Location Description:

Instruction: You **MUST** click Save prior to uploading s
Clicking Clear will reset all fields in form

Clear
Save

Sections in YELLOW are REQUIRED

- Detailed Description: Description of the property or project needs
- Address or PIN#: *If an address is not available, you can use cross streets "24th Ave SW and Main" or enter in "multiple sites" in the address line.*
- Location Description: ex: NE corner

UPLOADING SUPPORTING DOCUMENTS

Save

Click on the SAVE button. After the file has been saved, you will be able to access the upload document section.

Documents Supporting Request

The City of Seattle, Real Property Division has identified the follow documents as valuable when reviewing your Service Request type. While not required, please upload if available.

- Site Map, Vicinity Map
- Project/Program Narrative or Scope
- GIS Shape File
- Owner and/or Tenant Information
- Design Plans
- Other

Document URL:

Service Request Documents

If you have a document URL, enter it here.

Click: Upload Document.

Select Document Type

Select One

Select One

- Design plans
- GIS shape file
- Other
- Owner and/or tenant information
- Priority List for Project/Program
- Project Management Plan, Project Initiation Form or Options Analysis Form
- Project/Program Executive Approval
- Project/Program narrative or scope
- Project/Program schedule
- Site map, vicinity map

Enter Title

Optional: Enter in Description, Indicate if file is Confidential, Publication Date, Record Number, and Recording Date

Select to find file

Click on

Continue adding additional supporting documents as needed.

UPLOADING SUPPORTING DOCUMENTS

Service Request Documents

Upload Document Generate Document

 Latest Version All Versions

Title	Description	Document Type	Version #	Uploaded	Confidential	Actions
Design.docx		Design plans	1	04/21/2023 - IndividAcct	Yes	
123 Sesame Strtf		Owner and/or tenant information	1	04/21/2023 - IndividAcct	No	   

Cancel **Submit**

Click Submit

SERVICE REQUEST SUBMITTED

Your service request has been submitted for review. You can view your request under the Summary of Service Request section. A Real Property agent will contact you within 3-5 business days.

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Note: This is Test and Training Environment

Welcome Individual Acct [Log Out](#)

Service Request

[My Profile](#)

Bold Fields are Required

Summary of Service Request

Service Request ID	Requestor	Date Service Request Submitted	Site Address/Location	Services Requested	SR Status	Reviewer Notes	Flag
SR2023-0016	Individual Acct	04/21/2023	123 Sesame Street Seattle King Washington 98123	Research, Interpret, Document Property Data	Submitted		Active

When your service request has been accepted, your SR status will be updated to approved and assigned to a Real Property Agent.

Service Request ID	Requestor	Date Service Request Submitted	Site Address/Location	Services Requested	SR Status	Reviewer Notes	Flag
SR2023-0016	Individual Acct	04/21/2023	123 Sesame Street Seattle King Washington 98123	Research, Interpret, Document Property Data	Approved and Accept	Real Agent may provide additional notes here.	Active

SUBMITTING A SERVICE REQUEST: SPU Employees

<https://cityofseattle.flairdocs.com/Prod/>

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Sign in section

SPU Employees can log in here

SERVICE REQUEST



Before submitting a request, gather the necessary information you'll need first,

- Your division/group: ex: DSO, PDEB
- Description of the property or project needs
- Services requested
- Address or PIN #. *If an address is not available, you can use cross streets "24th Ave SW and Main" or enter in "multiple sites" in the address line.*
- Location Description: ex: NE corner
- SPU Coding:
 - ◇ Org: ex SU123
 - ◇ Line of Business
 - ◇ Project Name
 - ◇ Project: *Peoplesoft Code, ex: N0000123
 - ◇ Activity: ex: CORE_Work or DSO_01012023
- Supporting documents and files

LARS Powered by Flairdocs™ Note: This is Test and Training Environment Welcome Chloe Lucas [Log Out](#)

Service Request Form Downloads

Service Request
SR Approved and Assigned

My Work Queue My Profile Document Management GeoTrack

All Lines of Business: Active Projects All Projects

Show Recent Projects or Search

No Project Selected

File Snapshot

Show Recent File or Search

No File Selected

Click on the Service Request Tab.
Select Service Request from the drop down menu.

Contact Us | About Flairdocs

SERVICE REQUEST

Service Request ?

[Add New](#)

Real Property Service Request Form

Service Type: Division/Group(i.e., DSO, SCL, King County Housing) Project Start Date:

We will notify you if fulfilling this service request will result in charges to you.

Please describe your project and property needs:

Please include your Division or Group and Project Start Date, if applicable

Select Services Requested (Check all Services that Apply)

Select All

Research, Interpret, Document Property Data ?

Grant Property Rights ?

Cellular Request ?

Support CIP Project/Program ?

Report Encroachment ?

Support SPU O&M Activity ?

Other ?

Select the type of service requested

Click this blue button for more information

Site Address/Location

Instructions: In this section you are required to enter the Site address information fields or King County Parcel ID (PIN#)

Address Line 1: Address Line 2: City:

County: State: Zip:

PIN #:

Location Description:

Provide SPU Coding

Org: Line of Business: Project Name:

Project: Activity: Account:

Instruction: You **MUST** click Save prior to uploading supporting documents (optional) or to Submit your request. Clicking Clear will reset all fields in form to blank.

Sections in YELLOW are REQUIRED

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 - ◇ Project Name
 - ◇ Project: *Peoplesoft Code, ex: N0000123
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- Design Plans
- Other

Document URL:

Service Request Documents

If you have a document URL, enter it here.

Click: Upload Document.

Select Document Type

Select One

Select One

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- Priority List for Project/Program
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Optional: Enter in Description, Indicate if file is Confidential, Publication Date, Record Number, and Recording Date

Select to find file


Click on

Continue adding additional supporting documents as needed.

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Upload Document Generate Document

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Title	Description	Document Type	Version #	Uploaded	Confidential	Actions
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123 Sesame Str.tif		Owner and/or tenant information	1	04/21/2023 - IndividAcct	No	   

Save **Cancel** **Submit**

Click Submit

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