

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.

Table of Contents: Click on the topic below to jump to that section.

- Page 2: LARS Registration: General Information for All User Types
- Page 4: Individual Registration
- Page 5: Business Registration
- Page 6: Government Registration
- Page 7: City of Seattle Employee Registration
- Page 10: Submitting a Service Request: External Users
- Page 15: Submitting a Service Request: SPU Employees

LARS REGISTRATION

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



REGISTRATION: Select One of the Registration Types



INDIVIDUAL REGISTRATION:

<pre> decide due fuel to the f</pre>					Individual		
<pre>indexted interverse interver</pre>							
in the main taken We may a fination Ye may a f	Individual Details						
<pre>ide data data data data data data data da</pre>	First Name:	Individual			Last Name:	Acct	
<pre>import import impo</pre>	User Mailing Address				·		
<pre>import in the set of the set</pre>	Manng Address 1:	123 Sesame Street					
<pre>Mailing Addresss Prime to the set of th</pre>	Mailing Address 2:						
<pre>inc</pre>	Mailing Address 3:						
Cree meeting of the second of	State:	Washington		*			
2 to the state of the state	City:	Seattle					
<pre>intervention intervention intervention</pre>	Zip:	98123					
<pre>wink Them:</pre>	Preferred Contact						
<pre>class</pre>	Work Phone:	(206) 999-9999	Ext				
<pre>re</pre>	Cell Phone:	□					
Image:	Fax	U					
Inse In	Email:	individual@email.com					
Accord not as the set of the set	Notes:						
Accord tards Very length of the second secon							
Image:	Account Profile				1		
	User Name:	IndividAcct					
	Password:				Confirm Password:		
Information Needed From You:	-						
Interfix Autom Present Present Because controlling to law.rb form in Storphils builty for Vakibington Fublic to database and and ybe subject to database and and subject and ybe subject to database and ybe subject to database and ybe subject to database and ybe subj	Security Question:	What was your favorite subject	in high school?	swer to this q	estion in order to regain access to the system.		
Notes that it is not that form is subject to Washington Public Records. As a we out <u>Prove VaseReturns</u> . A we out <u>Prove VaseReturns</u> . The due contained in the form is subject to Washington Public Records. As a we out <u>Prove VaseReturns</u> . A we out <u>Prove VaseReturns</u> . The due contained in the form is subject to Washington Public Records. As a we out <u>Prove VaseReturns</u> . A we out <u>Prove VaseReturns</u> . A we out <u>Prove VaseReturns</u> . The due contained in the form is subject to Washington Public Records. The state out <u>Prove VaseReturns</u> . A we out <u>Prove VaseReturns</u> .	Security Answer:	Math					
Part of the formation entered on this form is subject to Value Many data and may be subject to discourse to a binding party requestor. At the City of Seattle, we are committed to protecting your privacy and will ensure that any disclosures Term data data data data Term data	Privacy Statement						
 Information Needed From You: First and Last Name Mailing Address Contact Information: Phone & Email 	Terms and Use Conditions This End User Learnes Agreement (EULA) is for in decisions all responsibilities. Once, the payment of OMMERSAW End Event set is initiated to be number the metabolic accordance are reserved by Planson Licitized and the Conditional are reserved by Planson Licitized and the Conditiona are reserv	tenational purpose, there is no physi the involce is done. Flamod consider of end users, as mentioned in your in REPRESENTATIONS, WHETHER EI ES NOT WARRANT THAT THE SOF	sical support accon Ins that no money v invoice. Flainsoft re XPRESS, IMPLIE TWARE IS ERRO	anying the EU be refunded in ans all right, titk DR OTHERWIN RREE OR WILL	A The delivery of the Flandocs software is limited to the delivery of the locates any cases, but is why Flandoct storingly recommends that before the payment and interest, including all copyright and intellectual property rights, is and to, is generated to the storing of t	use (without any source code) allowing the End User to install and use legally the Product. Flairoof of the lownese proc. READ CAREFULY THE EULA ADREEMENT. the Software and all copies thereof. All rights not specifically granted in this EULA, including National room of a PARTICULAR PURPORE. LSO, DIFFERE IS NO WARRANTY OF NON-INFRINCEMENT AN NON OR ADVICE GIVEN BY FLARSOFT OR EMPLOYEES SHALL CREATE A WARRANTY OR IN Register	and D ANY ¥
 User Name & Password Security Questions & Answer Accepting the EULA (End User License Agreement 					 Information Needed From First and Last Name Mailing Address Contact Information: P User Name & Password Security Questions & A 	You: hone & Email d nswer	

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:	шс	
Company Name:	Business Name	
Physical Address		
Physical Address 1:	123 Sesame Street	
Physical Address 2:		
Physical Address 3:		
State:	Washington	
City:	Seattle	Select One
Zip:	98123	ocicecione
Agency Mailing Address		Salast One
Same as Physical Address		Select One
Mailing Address 1:	123 Sesame Street	Solo Dronvistarship
Mailing Address 2:		Sole Proprietorship
Mailing Address 3:		Darta archiv
State:	Washington	Partnership
City:	Castla	Huc
Zip:	09122	
	90123	Companyling
Business Contact		Corporation
First Name:	Business	Last Name:
User Mailing Address		Other
Same as company's mailing address		
Mailing Address 1:	123 Sesame Street	
Mailing Address 2:		
Mailing Address 3:		
State:	Washington	
City:	Seattle	
Zip:	98123	
Preferred Contact		
Work Phone:	(206) 999-9999 Ext	Information Needed From You
Cell Phone:		information Needed From You:
Fax	└ ┘	
Email:	business@biz.com	 Business Category
Notes:		
		Physical Address
Account Profile		
User Name:	BizUser	 Mailing Addross (if different)
Password:		• Waining Address (II different)
The security question is used in case you for	got your password. You will need to know the answer to this a	
Security Question:	What was the make of your first car?	Business Contact Person First & Last Name
Security Answer:	Ford	
Privacy Statement		Contact Information: Phone & Email
Personal information entered on this form is subject to Washington Public Records Act, and may be		
are done according to law. To learn more	about how this information is managed please see our Pri	Ilser Name & Password
Terms and Use Conditions		
This End User License Agreement (EULA) is for international purpose, there is no physical support accompanying the EU declines all responsibilities. Once, the payment of the invoice is done, Flairsoft considers that no money will be refunded in OWNERSHIP		
The foregoing license use is limited to the number and international Copyrights, are reserved by Flai LICENSE AND WARRANTY	r of end users, as mentioned in your invoice. Flairsoft retains all right, 88 rsoft.	Security Questions & Answer
FLAIRSOFT DISCLAIM ALL WARRANTIES AND TITLE OR QUIET ENJOYMENT. FLAIRSOFT DO	REPRESENTATIONS, WHETHER EXPRESS, IMPLIED, OR OTHERW ES NOT WARRANT THAT THE SOFTWARE IS ERRORFREE OR WILL	
Accept EULA		 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.

GOVERNMENT REGISTRATION:

		Government	
Type of Government:	State		
Agency Name:	StateBoency	Department Name:	Dant
Physical Address	Statewgency		neh:
Physical Address 1:	123 Secame St		
Physical Address 2:			
Physical Address 3:			
State:			
Cibr	Washington 👻		Salast One
City:	Seattle		Select One
Zip:	98123		
Agency Mailing Address			Select One
Same as Physical Address			
Mailing Address 1:	123 Sesame St		Federal
Mailing Address 2:			
Mailing Address 3:			State
State:	Washington		otore
City:	Seattle		County
Zip:	98123		county
	20.00		City of Seattle
Government Contact			City of Seattle
First Name:	Govt	Last Name:	Other Municipality
User Mailing Address			Other Municipality
Same as Agency's mailing address			
Mailing Address 1:	123 Sesame St		
Mailing Address 2:			
Mailing Address 3:			
State:	Washington		
City:	Seattle		d From Vou
Zip:	98123	Information Needed	a From You:
Work Dhone:	Evt (Type of Governi 	ment
	(206) 999-9999	<i>,</i> ,	
Cell Phone:		• Agency Name &	Department Name
Fax:		· Agency Nume of	
Email:	govt@email.gov		
Notes:		 Physical Address 	S
Account Profile		Agency Mailing	Address (if different)
User Name:	GovAcet	0,	
Password:		• Covornment Co	intact Porson First & Last Name
The country question is used in succession	what your parameter You will need to be with a second to the		
Security Question is used in case you for Security Question:	What streat did you live on as a child?		
Security Answer:	what sheet do you we on as a child:	 User Mailing Ad 	ldress (if different)
	Sesame		
Privacy Statement		Contact Informa	ation: Phone & Email
Personal information entered on this for are done according to law. To learn mo	orm is subject to Washington Public Records Act, and may be re about how this information is managed please see our <u>Pri</u>	contact morme	
Terms and Use Conditions			
This End User License Agreement (EULA) is for declines all responsibilities. Once, the payment	international purpose, there is no physical support accompanying the EU of the invoice is done. Flairsoft considers that no money will be refunded in	 User Name & Pa 	assword
OWNERSHIP The foregoing license use is limited to the numb and International Constraints, and the numb	er of end users, as mentioned in your invoice. Flairsoft retains all right, till		
LICENSE AND WARRANTY FLAIRSOFT DISCLAIM ALL WARRANTIES AND	D REPRESENTATIONS, WHETHER EXPRESS, IMPLIED, OR OTHERW	 Security Questic 	ons & Answer
TITLE OR QUIET ENJOYMENT, FLAIRSOFT D	OES NOT WARRANT THAT THE SOFTWARE IS ERRORFREE OR WIL	4	
Accept EULA		• Accepting the F	III A (End User License Agreement
		- Accepting the E	OLA (LING OSEI 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/



REGISTRATION: Select Government



CITY OF SEATTLE EMPLOYEE REGISTRATION:

	Government				
Tune of Government					
Aneney Name	State	Denselment Name:			
Discipli Address	StateAgency	Dept			
Physical Address 1:					
Physical Address 2:	123 Sesame St				
Physical Address 3:					
State:					
Cibr	Washington 👻	Select One			
Zie:	Seattle	Select Offe			
ange:	98123	Select One			
Agency Mailing Address		E de la construcción de la const			
Same as Physical Address		Federal			
Mailing Address 1:	123 Sesame St	State			
Mailing Address 2:		Country			
Mailing Address 3:		County			
State:	Washington	City of Seattle			
City:	Seattle	Other Municipality			
Zip:	98123	Other Municipality			
Government Contact					
First Name:	Govt	Last Name: Acet			
User Mailing Address		79555			
Same as Agency's mailing address					
Mailing Address 1:	123 Sesame St				
Mailing Address 2:					
Mailing Address 3:		Information Needed From You:			
State:	Washington				
City:	Castla	Covernment Tune: SELECT City of Seattle in the dron			
Zip:	00122	• Government Type. Select City of Seattle in the drop			
	JU163	down menu			
Work Dhone:	Evt				
0.00	(206) 999-9999	Agongy Name & Department Name			
Cell Phone:		• Agency Name & Department Name			
Fax	□ _·				
Email:	govt@email.gov	Physical Address			
Notes:					
		Agency Mailing Address (if different)			
Account Profile					
User Name:	GovAcct	Government Contact Person First & Last Name			
Password:					
The security question is used in case you for	rgot your password.You will need to know the answer to this question i	Licer Mailing Address (if different)			
Security Question:	What street did you live on as a child?	• User Mailing Address (il different)			
Security Answer:	Sesame				
Privacy Statement		 Contact Information: Phone & @seattle.gov email 			
Personal information entered on this for	m is subject to Washington Public Records Act, and may be subject				
Terms and Use Conditions	e avour now ruis miormation is managed please see our <u>Privacy stat</u>	User Name & Password			
This End User License Agreement (EULA) is for it	nternational purpose, there is no physical support accompanying the EULA. The de				
declines all responsibilities. Once, the payment of OWNERSHIP The foregoing license use is limited to the number	r the invoice is done, Flairsoft considers that no money will be refunded in any case r of end users, as mentioned in your invoice. Flairsoft retains all right, title and inter	 Security Questions & Answer 			
and International Copyrights, are reserved by Flai LICENSE AND WARRANTY		Security Questions & Answer			
TITLE OR QUIET ENJOYMENT, FLAIRSOFT DO	REPRESENTATIONS, WHETHER EXPRESS, IMPLIED, OR OTHERWISE, INCLUSES NOT WARRANT THAT THE SOFTWARE IS ERRORFREE OR WILL OPERAT				
Accept EULA					

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

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

Seattle Public Utilities	Sign In	
Have a service request? Individual, Business, Other Agency Users Create a LARS User Account External User Registration Getting Started with LARS Guide	Password Login Forgot Password? SPU Employee Click Here	 Sign in section
	Need assistance, please contact: SPU_RealProperty@Seattle.gov Powered By: Process innovation > Real results. Copyright © 2022 Flairsoft. All rights reserved.	

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

	S Powered	by Flairdocs™	Note: This is Test	and Training Environmen	t	Welcom	e SPULarsGov <u>Log Ou</u>
Service Request							
🜌 <u>M</u> y Profile							
Bold Fields are Require	d 🖬 🖬						
Hint: Click on colum	in name to sort:	ascendina or descendir	na				
Service Request ID	Requestor	Date Service Request	Site Address/Location	Services Requested	SR Status	Reviewer Notes	Flag
Service Request ID	Requestor	Submitted	Site Address/Eocation	Services nequested	Situatus	Neviewer Notes	Tiag
No records to display. ∢						Click this blue)
Contact Information						button for more	
Business Category:			Company Name:				
Contact Name			SPU test		/ Bhanai	information	
LARS GOV			spularsgov@gmail.com		(206) 845-612	9	
▼ Service Request	t			/			0
O Add New				/			
Service Type:	Request Form		Division/Group/i.e. DSO SC	L King County Housing)	Project Start Da	te:	
Real Property Service	Request Form	-	Division/Group(i.e., D30, 30	ic, king county housing)			
We will notify you if fulfi you.	lling this service req	uest will result in charges to					
Please describe your p	roject and property	/ needs:					
Select Services Request	ted (Check all Servi	ices that Apply)		Г			
Select All				_	Select the type	e of service reques	ted
Research, Interpret, I	Document Property	Data 🕦		Acquire Property F			
Grant Property Right	ts 🕦			Report Encroachmen	t 🕕		
🗌 Cellular Request 🚺				🗌 Other 🕦			
Site Address/Location							
Instructions: In this	section you are	required to enter the S	ite address information fi	elds or King County Parcel II	D (PIN#)		
Address Line 1:			Address Line 2:		City:		
County:			State:		Zip:		
King			octions in VELLO				
PIN #:							
Location Description:		•	Detailed Desc	ription: Descriptio	on of the prope	erty	
Location Description:			or project nee	she			
		•	Address or PI	N#: If an address i	is not available	,	
Instruction: You MU Clicking	IST click Save pro Clear will reset	ior to uploading s all fields in form t	vou can use ci	ross streets "24th	Ave SW and	Clea	ar Save
			Main" or onto	r in "multiple cite	c" in the addre		
			want of ente	i ili iliulupie sile.	s in the dudie	55	
			line.				
			Location Desc	rintion: ex: NF co	rner		
			Location Desc		inci		

Save

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

Documents Supporting Requ	est
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	Owner and/or Tenant Information
Project/Program Narrative	or Scope Design Plans
GIS Shape File	Other
Document URL:	
http:/website.com/file	
Service Request Documents	
Upload Document Gene	If you have a document URL, enter it here.
1	
\ \	
	Click: Upload Document.
	Select Document Type
	Select One Record Number
	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 parrative or scope
	Project/Program schedule
	Site map vicinity map
	and map, nemity map
	Fuctory Title
	Enter litle
	Optional: Enter in Description, Indicate if file is Confidential,
	Publication Date Record Number, and Recording Date
	r usileation bate, necora Namber, and necoraing bate
	Select Browse to find file
	Click on Upload Document
	Continue adding additional supporting documents as needed.

ervice Request Documents

Upload Document Generate Document

						Itatest Version O All Versions
Title	Description	Document Type	Version #	Uploaded	Confidential	Actions
Design.docx		Design plans	1	04/21/2023 - IndividAcct	Yes	
123 Sesame St.rtf		Owner and/or tenant information	1	04/21/2023 - IndividAcct	No	A 🖗 🖻 🔽
						Cancel Submit

Click Submit

13

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.

A LAR	S Powered b	y Flairdocs™	Note: This is Test a	and Training Environment			Welcome Individual A	Acct <u>Log Out</u>
Service Request								
X My Profile								
Bold Fields are Required Summary of Service Req	uest							
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
4								÷

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

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	Approved and Accept	Real Agent may provide additional notes here.	Active
4							- F

SUBMITTING A SERVICE REQUEST: SPU Employees

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

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

SERVICE REQUEST

 Service Request 			_		0
O Add New Real Property Service Request Form					
Service Type: Real Property Service Request Form		Division/Group(i.e., DSO, SCL, King County Housing) 👔	Project Sta	rt Date:	
We will notify you if fulfilling this service you.	request will result in charges to				
Please describe your project and prop	erty needs:			Please includ	le your Division or
				Group and P	roject Start Date, if
				applicable	
Select Services Requested (Check all S	ervices that Apply)	the type of convice requested			
Research, Interpret, Document Prope	erty Data 👔	the type of service requested			
Grant Property Rights 🚺	•	Report Encroachment ()			
🗌 Cellular Request 👔		Support SPU O&M Activity 👔			Click this blue
🗌 Support CIP Project/Program 🚺		🗌 Other 🚺			button for more
Site Address/Location					information –
Address Line 1:	The required to enter the Site	adaress information fields or King County Parcel ID (PIN#) Address Line 2:	City:		
Countre		State:	Zip:		
King	-	Washington -	2.p.		
PIN #:					
Location Description:					
Provide SPUCoding					
Org:		Line of Business:	Project Na	ame:	
Project:		Select One	Account:		
	0	0			
Instruction: You MUST click Save Clicking Clear will re	? prior to uploading supportir ?set all fields in form to blank	ng documents (optional) or to Submit your request. 			Clear Save
Section	is in YELLOW are F	REQUIRED			
• Det	tailed Description:	Description of the property or proje	ect nee	ds	
• Add	dress or PIN#: <i>If a</i>	n address is not available, you can us	se cross	s streets	
	th Ave SW and M	ain" or enter in "multiple sites" in the	e addre	ess line.	
• Loc	ation Description:	: ex: NE corner			
• SPL	J Coding:				
◊ Org	g: ex SU123				
♦ Line	e of Business				
◊ Pro	ject Name				
◊ Pro	ject: *Peoplesoft	Code, ex: N0000123			
♦ Act	ivity: ex: CORE W	/ork or DSO 01012023			
	· _ ·	- 17			J

Save

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

Documents Supporting Reque	est
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	Owner and/or Tenant Information
Project/Program Narrative	or Scope Design Plans
GIS Shape File	Other
Document URL: http:/website.com/file	
Service Request Documents	
Upload Document Gene	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, Publica- tion Date, Record Number, and Recording Date
	Select Browse to find file
	Click on Upload Document
	Continue adding additional supporting documents as needed.

ervice 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 St.rtf		Owner and/or tenant information	1	04/21/2023 - IndividAcct	No	A 🖗 🖻 🔽		
						Save Cancel 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.

LARS Powered by Flairdocs TM			Note: This is Test a	nd Training Environment		v	Welcome Individual Acct Log Out		
Service Request									
<u> M</u> y Profile									
Bold Fields are Required D E 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	
4								÷	

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

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	Approved and Accept	Real Agent may provide additional notes here.	Active		
4							E.		