



## INSPECTION APPOINTMENT NOTICE

Rental Unit:

Property ID:

Client ID:

Dear Owner/Agent,

A City of Richmond Residential Rental Inspection Program inspection of your property at has been scheduled for between and .

You, the landlord, or your representative, 18 years or older, are required to be present for the inspection. **It is your obligation to notify your tenants at least 24 hours in advance of any scheduled inspection of the property.** Please make sure all animals are restrained at the time of the inspection. If your complex or rental property has a secure entry, please call the number below in advance so special arrangements can be made.

Please contact your tenant to find out if any repairs are needed. All necessary repairs should be completed before the inspection. The property owner is responsible for providing the tenant with notification of this inspection.

If you have any questions, please refer to the program website at:

**<http://ci.richmond.ca.us/index.aspx?nid=2101>** or please contact us at **510-690-8260**. Any requests to reschedule the above inspection must be made at least three (3) business days prior to the scheduled date. Requests received less than three (3) business days prior to the scheduled date may be denied.

Sincerely,

City of Richmond  
Residential Rental Inspections Program