



## INSPECTION APPOINTMENT NOTICE

Dt Venture Lp  
Tina Coyer  
680 S 37Th St  
Richmond, CA 94804

Rental Unit:  
4308 POTRERO AVE Apt 17  
RICHMOND, CA 94804-4354

Property ID:  
Client ID: 15309

Dear Owner/Agent,

A City of Richmond Residential Rental Inspection Program inspection of your property at **4308 POTRERO AVE Apt 17 RICHMOND, CA 94804-4354** has been scheduled for **March 13, 2025** between **09:00AM** and **12:00PM**.

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