



INSPECTION APPOINTMENT NOTICE

Heike D Lemos
3150 Hilltop Mall Rd #87
Richmond, CA 94806

Rental Unit:
3143 KEITH DR
RICHMOND, CA 94803-1905

Property ID:
Client ID: 5616

Dear Owner/Agent,

A City of Richmond Residential Rental Inspection Program inspection of your property at **3143 KEITH DR RICHMOND, CA 94803-1905** has been scheduled for **October 18, 2024** 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



INSPECTION APPOINTMENT NOTICE

Heike D Lemos
3150 Hilltop Mall Rd #87
Richmond, CA 94806

Rental Unit:
4318 FRAN WAY
RICHMOND, CA 94803-1926

Property ID:
Client ID: 5616

Dear Owner/Agent,

A City of Richmond Residential Rental Inspection Program inspection of your property at **4318 FRAN WAY RICHMOND, CA 94803-1926** has been scheduled for **October 18, 2024** 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:

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Sincerely,

City of Richmond
Residential Rental Inspections Program