



October 30, 2023

Lindsey R. Heihe  
1753 Hillcrest Ave.  
St Paul Mn 55116-2152

## **Fire Safety Inspection Appointment**

Dear Property Owner:

We have scheduled an inspection of your property. The details of the inspection are listed below:

<b>Address:</b>	7 Villard Court	<b>Units:</b>	1
<b>Date:</b>	December 1, 2023	<b>Time:</b>	10:00 A.M
<b>Inspector:</b>	Hector Caballero	<b>Phone:</b>	651-266-9158
		<b>Email:</b>	Hector.Caballero@ci.stpaul.mn.us

### **Action Required By You**

You or someone representing you must report to the front of the building to accompany the inspector throughout the building, including each rental unit, where applicable. Please have keys available to all units and common areas. The owner of a building is responsible for notifying the tenants that an inspection will be done at least 24 hours before the inspection.

If you no longer own or manage this building, contact Hector Caballero at 651-266-9158 immediately.

### **Additional Action Required For Housing**

You must complete a **Smoke and Carbon Monoxide Detector Affidavit** prior to the inspection.

The success of your initial inspection determines what happens next in the inspection cycle. Routine self-inspections before our visit can help you obtain the best grade possible.

### **About the Inspection**

Forms, fee schedules, a pre-inspection checklist and other inspection handouts and information are available on our website at: <http://www.stpaul.gov/cofo>. Thank you for your co-operation.

Saint Paul Legislative Code authorizes this inspection and the collection of inspection fees. It is a criminal misdemeanor violation to not appear for this appointment without rescheduling with the inspector. In addition, a No Entry fee may be assessed to your Renewal fee if you need to re-schedule the appointment but fail to notify the inspector in writing by 8:00 a.m. on the date of the inspection.