ELBI #: 12954

TEXAS DEPARTMENT OF LICENSING AND REGULATION

Licensing Division
P. O. Box 12157 • Austin, Texas 78711 • (512) 463-6599 • (800) 803-9202
Fax: (512) 475-2871 • Email: cs.elevators.escalators@tdlr.texas.gov • Web site: www.tdlr.texas.gov

NOTICE TO FILE ANNUAL INSPECTION REPORT AND FEES

JANET TIPPIT - CBRE
2100 W WALNUT HILL LN STE 300
IRVING TX 75038-3220

Letter Date: 01/21/2019

Equipment Location:

EXETER 2250 W. JOHN CARPENTER L.P.
2250 WEST JOHN CARPENTER FREEWAY BLDG
2250 W JOHN CARPENTER FWY
IRVING TX 75063

ELBI #: 12954
Equipment Decal #: 27393
Date of Inspection: 01/03/2019

Thank you for having your elevator, escalator, or related equipment inspected as required by Texas Health & Safety Code § 754.019. However, the inspection process is not complete.

In order to finalize the inspection process and obtain a Certificate of Compliance, you must within 30 days of the inspection:

1. Submit a completed *Elevator Equipment Report of Inspection* ("Inspection Report") (obtained from your elevator inspector), for each elevator, escalator or piece of related equipment. Before filing, please:
   - Verify all information on the Inspection Report regarding the owner, the building, and the building contact is completed and correct;
   - Sign and date the Inspection Report with the current date; and
   - Keep a copy of the Inspection Report for your records.
2. Pay all applicable fees:
   - Filing Fee—$20 for each piece of equipment.

If you are requesting a waiver or delay, in addition to the above requirements, you must:

1. Submit an *Application for Elevator or Escalator Delay or Waiver* ("Delay or Waiver Application") for any violations in which you are requesting to delay or waive compliance. This application is located at www.tdlr.texas.gov/elevator/ele012.pdf.
2. Pay all applicable fees:
   - Delay or Waiver Application Fee—$50 for each violation in which you are requesting to delay or waive compliance.

NOTE: Please include your payment for the total amount of all fees due. Payment may be made by check or money order made payable to the Texas Department of Licensing and Regulation. Mail fees and documents to: TDLR, P.O. Box 12157, Austin, Texas 78711.

Your timely response to this notice will help you avoid late filing fees. If you do not have a copy of your Inspection Report, contact your elevator inspector. The elevator inspector must provide you with a copy of the Inspection Report within 5 days of the inspection.

If you have any questions or need further assistance, please contact TDLR.