ELBI #: 4153

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 OF PAST DUE ANNUAL INSPECTION REPORT AND FEES

MANOR HOUSE APTS
MAIN OFFICE - V SANDERS
1222 COMMERCE ST
DALLAS TX 75202-4302

Letter Date: 08/24/2019

Equipment Location:

BRAMA COMMERCE STREET LTD
MANOR HOUSE APARTMENTS
1222 COMMERCE STREET
DALLAS TX 75202

ELBI #: 4153

Equipment Decal #: 64543

Date of Inspection: 06/13/2019

The Texas Department of Licensing and Regulation (TDLR) has not received the annual inspection report and fees for the elevator, escalator, or related equipment referenced above as required by Texas Health & Safety Code § 754.019. Failure to file the inspection report and pay the fees may subject the building owner to administrative penalties of up to $5,000 per day for each violation in accordance with Chapter 51, Texas Occupations Code.

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

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 complete 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; and
    - Late Filing Fee— Call TDLR at (800) 803-9202 for assistance in calculating the late filing fee. A late filing fee is due if the Inspection Report is received after **08/12/2019.**

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.

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.