



TEXAS DEPARTMENT OF LICENSING AND REGULATION

Licensing Division

P.O. Box 12157 - Austin, Texas 78711-2157 - (512) 463-6599 - (800) 803-9202 - fax (512) 475-2871

Web site: www.tdlr.texas.gov

OCTOBER 24 2016

**DOUG HEINTZ
PASEO DEL RIO COUNCIL HOA
11120 WURZBACH RD STE 205
SAN ANTONIO TX 78230-2428**

ELBI Number: 465
Equipment Number: 86932

Date of Inspection: 03/01/16

Re: Request For Information for Certificate of Compliance for an Elevator, Escalator, or Related Equipment for LOSOYA BUILDING

The Department received the Elevator Equipment Report of Inspection referenced above on OCTOBER 24 2016. However, the report is incomplete.

The following information is required to continue processing the report:

- * The payment submitted was insufficient. The fee to process a report of inspection and receive a certificate of compliance is \$20. The report must be submitted within 60 days of the date of inspection. The late fee(s) are \$10 for every 30 day period that the report of inspection is late. The amount required to continue processing your report is \$ 90.00.
- * Please have the owner or owner's agent sign the report of inspection form.

You must return a copy of this letter with the Elevator Equipment Report of Inspection completed with all required information and attachments by NOVEMBER 23 2016. Failure to resolve this matter may result in this case being forwarded to the Enforcement Division of TDLR, where administrative penalties of up to \$5000 per violation, per day, may be assessed. If you have questions, please contact the Department by email at cs.elevators.escalators@tdlr.texas.gov or by phone at 512-463-6599 or 800-803-9202.

Thank you,

Licensing Division