



ELBI#: 30011

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

www.license.state.tx.us

FILING NOTICE

07/18/2012

JOHN DOWLEN
CITIGROUP
4000 REGENT BLVD
IRVING TX 75063-2246

Decal#: 60767

RE: CITICORP OF NORTH AMERICA
CITIGROUP C1-3
4000 REGENT BOULEVARD
IRVING TX 75063

Date of Inspection: 06/18/2012

Thank you for having your elevator(s), escalator(s), or related equipment inspected as required by § 754.019 of the Texas Health & Safety Code. We are sending you this notice to assist you in completing the process.

Not later than the 60th day after the inspection, the owner or owner's agent must file:

1. *A completed Elevator Equipment Inspection Form (obtained from your inspector), for each elevator, escalator or piece of related equipment;*
2. *if applicable, written documentation verifying that all violations cited on the inspection reports are now in compliance; and*
3. *all applicable fees:*
 - *\$20 for each piece of equipment*
 - *Delay/Waiver fee of \$50 per violation (if applicable)*
 - *Late fee of \$10 for every 30 day period for each inspection report filed after the 90th day from date of inspection (if applicable)*

NOTE: *Pay total amount of all fees owed by check or money order made payable to Texas Department of Licensing & Regulation.*

Your timely response to this notice will help you to avoid Late Filing Fees and/or enforcement action. For detailed instructions on what to do - go to www.license.state.tx.us/elevator/ele001.pdf

If you have any questions or need further assistance, please contact the Department at elevators.escalators@license.state.tx.us or at (800) 803-9202.