



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

SEPTEMBER 12 2016

**CORBETT BLACK
MANOR HOUSE APARTMENTS
1222 COMMERCE ST APT 500
DALLAS TX 75202-4345**

ELBI Number: 4153
Equipment Number: 64543

Date of Inspection: 05/11/16

Re: Request For Information for Certificate of Compliance for an Elevator, Escalator, or Related Equipment for MANOR HOUSE APARTMENTS

The Department received the Elevator Equipment Report of Inspection referenced above on SEPTEMBER 01 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 \$ 20.00.
- * Please have the owner or owner's agent sign the report of inspection form.
- * Please provide building owner name, address and phone number.
- * Name of contact person to whom all correspondence should be addressed.

You must return a copy of this letter with the Elevator Equipment Report of Inspection completed with all required information and attachments by OCTOBER 12 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