



ELBI#: 34893

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

NOTICE OF INSPECTION OVERDUE

DEBORAH PIERCE
MERCANTILE PARTNERS STE 305
4500 MERCANTILE PLAZA DR
FORT WORTH TX 76137-4225

Letter Date: 12/27/2012

Equipment Location:

MERCANTILE PARTNERS
BUILDING 17
4801 MERCANTILE BOULEVARD
FORT WORTH TX 76137

Equipment Decal #: 79213

Date of Last Inspection: 12/19/2011

Date Inspection Due: 12/19/2012

We have not received documentation that the required inspection has been completed for the above referenced elevator, escalator, or related equipment as required by § 754.019 of the Texas Health and Safety Code.

The information below will guide you in scheduling your inspection.

1. How do I schedule an inspection?

Contact your elevator maintenance contractor, or go online at <http://www.license.state.tx.us/LicenseSearch> to find an Elevator Inspector registered with the Texas Department of Licensing and Regulation (TDLR).

2. When do I get a copy of the Inspection Report?

Your Inspector gives it to you after the inspection is completed. Post a copy of it with the current certificate for the equipment until you receive your new Certificate of Compliance.

3. Who is responsible for mailing the Inspection Report with Filing Fees to TDLR?

The building owner is responsible for filing the report and submitting fees to TDLR - the owner or owner's agent must:

- **Review** - the Inspection Report to ensure that all contact information is complete and correct.
- **Sign** - the Inspection Report at the bottom with the current date.
- **Mail** - the Inspection Report with Filing Fee (\$20 per piece of equipment) not later than 60 days after the date of the inspection.
- **Display** - the Certificate of Compliance you receive from TDLR after filing your Report.

IMPORTANT: Late fees will accrue if reports are filed 90 or more days after the inspection date.

4. What if the information on my Inspection Report is incomplete or wrong?

Contact your Elevator Inspector to complete or make any corrections to the Inspection Report - then file the corrected report and fees with TDLR.

If you do not comply with this notice, you may be subject to administrative penalties of up to \$5,000 per day in accordance with the Texas Occupations Code, Chapter 51.

If you need further assistance or have any questions, please contact our friendly Customer Service staff at 800-803-9202 or email us at CS.Elevators.Escalators@license.state.tx.us.