



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 DUE

CORBETT BLACK
MANOR HOUSE APARTMENTS
1222 COMMERCE ST STE 500
DALLAS TX 75202-4302

Letter Date: 04/04/2012

Equipment Location:
BRAMA COMMERCE STREET LTD
MANOR HOUSE APARTMENTS
1222 COMMERCE STREET
DALLAS TX 75202

Equipment Decal #: 64544
Date of Last Inspection: 06/03/2011
Date Inspection Due: 06/03/2012

The elevator, escalator, or related equipment with the decal number referenced above must be inspected no later than **06/03/2012**.

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 is suppose to give it to you not later than 10 days after the inspection is completed. Post a copy of it with the equipment until you receive your 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 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.