



TEXAS DEPARTMENT OF LICENSING AND REGULATION

Licensing Division

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NOTICE OF INSPECTION DUE

CHARLOTTE CHAMNESS
MIDWAY OFFICE PARK
13612 MIDWAY RD STE 333
DALLAS TX 75244-4309

Letter Date: 10/27/2014

Equipment Location:

CT COMMUNICATION LLC
MIDWAY OFFICE PARK
13612 MIDWAY ROAD
DALLAS TX 75244

Equipment Decal #: 57875
Date of Last Inspection: 12/26/2013
Date Inspection Due: 12/26/2014

The elevator, escalator, or related equipment with the decal number referenced above must be inspected no later than 12/26/2014.

The information below will guide you in scheduling your inspection.

1. How do I schedule an inspection?

Contact your elevator inspector to schedule an inspection. You may go online at www.tdlr.texas.gov/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 has five days from the inspection date to provide you with a copy of the report.

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 completed 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 30 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 more than 60 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@tdlr.texas.gov