



ELBI Number: 42021

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

FEBRUARY 06 2020

CHELSEA PAYNE
LEASING OFFICE
6150 ALMA RD
MCKINNEY TX 75070-6855

ELBI Number: 42021
Equipment Number: 92165

Date of Inspection: 02/04/20

Re: Request For Information for Certificate of Compliance for an Elevator, Escalator, or Related Equipment for CRAIG RANCH IV

The Department received the Elevator Equipment Report of Inspection referenced above on FEBRUARY 05 2020. However, the report is incomplete.

The following information is required to continue processing the report:

- * Your payment was insufficient. The fee to process an inspection report and receive a certificate of compliance is \$20. If the report is not submitted within 60 days of the date of inspection, late fees will be charged. Late fees are \$10 for every 30-day period after the 60 days. 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 MARCH 07 2020. 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