ELBI #: 39265

TEXAS DEPARTMENT OF LICENSING AND REGULATION

Licensing Division
P. O. Box 12157 • Austin, Texas 78711 • (512) 463-6599 • (800) 803-9202
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NOTICE OF OVERDUE ANNUAL INSPECTION

WINDSOR CITYLINE
PROPERTY MANAGER
1250 HUNT ST
RICHARDSON TX 75082-0007

Letter Date: 05/24/2019

Equipment Location:

IMP CITYLINE LLC
WINDSOR CITYLINE
1250 HUNT ST
RICHARDSON TX 75082

ELBI #: 39265
Equipment Decal #: 92326
Date of Last Inspection: 05/17/2018
Date Inspection Due: 05/17/2019

The Texas Department of Licensing and Regulation (TDLR) has not received notification that the required annual inspection has been completed. The elevator, escalator, or related equipment referenced above must be inspected as required by Texas Health & Safety Code § 754.019. Failure to have an annual inspection may subject the building owner to administrative penalties of up to $5,000 per day for each violation in accordance with Chapter 51, Texas Occupations Code. If the referenced equipment has been inspected, please ask your elevator inspector to notify TDLR that the inspection has been completed.

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 *Elevator Equipment Report of Inspection* ("Inspection Report")?**

   Your elevator inspector has five days from the inspection date to provide you with a copy of the Inspection Report.

3. **Who is responsible for obtaining and filing the Inspection Report with filing fees?**

   The building owner is responsible for obtaining the Inspection Report from the elevator inspector and for filing the Inspection Report and filing fees with TDLR. The owner or owner's agent must:

   - Verify all information on the Inspection Report regarding the owner, the building, and the building contact is completed and correct.
   - Sign and date the Inspection Report with the current date.
   - Mail the Inspection Report and filing fees ($20 per piece of equipment) to TDLR not later than 30 days after the date of the inspection. To avoid late filing fees, the Inspection Report must be filed within 60 days of the inspection date.
   - Display the Certificate of Compliance you receive from TDLR after filing your Inspection Report and filing fees.

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. File the corrected Inspection Report and filing fees with TDLR.

If you need further assistance or have any questions, please contact TDLR.