



Texas Department Of Licensing And Regulation
 P.O. Box 12157, Austin, Texas 78711 (512) 539-5669 (877) 278-0999 FAX: (512) 539-5690
ARCHITECTURAL BARRIERS STATE LEASE REGISTRATION
 www.tdlr.texas.gov - architectural.barriers@tdlr.texas.gov

PLEASE PRINT OR TYPE

SEE REVERSE SIDE FOR INSTRUCTIONS

1. Occupying Agency		Lease #	
2. Building/Facility Name		County	
3. Location/Address (Including Floor and Suite Number)	City	State	Zip
4. Lessor	Is lessor the facility owner? _____yes _____no	Telephone No.	
5. Mailing Address	City	State	Zip Code
6. Contact (owner, manager, administrator)	**Email Address	Telephone No.	
7. Mailing Address	City	State	Zip Code
8. Lessee		Telephone No.	
9. Mailing Address	City	State	Zip Code
10. Contact	**Email Address	Telephone No.	
11. Lease Period From: _____ To: _____			
12. Lease Description Note: Addenda to current lease contracts including extensions of current lease periods must be furnished to the Department. _____ New Lease, New Location, Existing Building _____ Add Space to Current Lease Contract _____ New Lease, New Building/Facility _____ New Lease, Same Location, Existing Building _____ Addendum to Current Lease Contract _____ New Lease, New Finish Out _____ Extension of Current Lease Period _____ Other If same location, will any renovations be done? _____yes _____no When was this building/facility constructed? _____			
13. Has this lease space been inspected by the Texas Department of Licensing and Regulation before? ___ yes ___ no. If yes, when? _____ Lease # _____			

I hereby notify the Texas Department of Licensing and Regulation of the referenced lease in accordance with 16 TAC Section 68.

Lessee Signature _____

Date _____

DEPARTMENT USE ONLY

FEES	AMOUNT	DATE RECEIVED	EAB#
INSPECTION			ZONE
SPECIAL INSPECTION			APPROVAL/CERTIFICATION
			RECEIVED BY TDLR

INSTRUCTIONS FOR COMPLETING THE STATE LEASE REGISTRATION FORM

NOTE: If construction, substantial renovation, modifications or alterations with an estimated construction cost of \$50,000 or more is planned, construction documents must be submitted in accordance with Rule Number 68.20 and shall be accompanied by an Architectural Barriers Project Registration (Form No. 005EAB 04/00) and appropriate fees.

1. **Occupying Agency** - Enter the name of the state agency occupying the space.
2. **Building/Facility Name** - If the space is part of a building or facility, enter the name of the building or facility.
3. **Location/Address** - Enter the physical location, including the street address if available and the suite numbers if applicable.
4. **Lessor** - Enter the name and telephone number of the Lessor (person, corporation, entity, etc.)
5. **Mailing Address** - Enter the complete mailing address of the Lessor in #4.
6. **Contact** - Enter the name, telephone number and email address of the person representing the Lessor (as listed in #4) who is to receive the results of the inspection.
7. **Mailing Address** - Enter the mailing address of the person named in #6, if different than the address entered in #5.
8. **Lessee** - Enter the name and telephone number of the Lessee.
9. **Mailing Address** - Enter the Mailing address of the Lessee.
10. **Contact** - Enter the name, telephone number and email address of the person representing the Lessee.
11. **Lease Period** - Enter the dates of the lease period.
12. **Lease Description** - Indicate the description which best describes the lease. If "other" is used, please specify.
13. **Previous Inspection** - Indicate if a previous inspection has occurred. If yes, specify date and identify lease number.

IMPORTANT

The Architectural Barriers State Lease Registration Form must be signed by the lessee and submitted to TDLR with a copy of each state lease contract.

Any application to waive or modify accessibility standards adopted under Article 9102, Texas Civil Statutes, must be received prior to the date the lessor:

- 1) Is awarded the contract for the lease or rental of the building or facility if the state does not advertise for bids;
or
- 2) Submits a bid proposal in relation to the award of a contract for the lease or rental of the building or facility.

All buildings and facilities to be leased by the state are required to have a TDLR on-site inspection before the building or facility is occupied by the state for compliance with all accessibility standards and specifications adopted under Article 9102, Texas Civil Statutes.

Upon receipt of a State Lease Registration submittal, the Lessor shall be invoiced for the applicable inspection fee payable prior to inspection. For other services and related fees contact TDLR.

** The Department will add your address to the Architectural Barriers email notification list, which automatically provides information from the Department on matters affecting Architectural Barriers. Your email address is confidential pursuant to the Texas Public Information Act and the Department will not share it with the public. See additional information at the following link: <http://www.tdlr.texas.gov/newsletters/TDLRnotificationLists.asp>