



TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

www.tdhca.texas.gov

Notice of Non-Operable Elevator(s)

An Owner must report any non-operable elevator(s) within 72 hours (three business days).

- Property Name: _____
- CMTS Number: _____
- Building Identification Number (BIN): _____
- The Date the elevator became non-operable: _____
- The Reason the elevator is non-operable: _____

- Number of Elevators Working in Building: _____
- Elevator Permit ELBI Number: _____
- Elevator Permit Decal Number: _____
- Elevator Repair Company: _____
- Elevator Company Phone Number: _____
- Name of Person submitting form: _____
- Email Address: _____
- Phone Number: _____
- Upload a copy of the most recent TDLR permit displayed in the elevator

Submit the completed form to the attention of Manuel Pena in the attachment system of the development's Compliance Monitoring Tracking System (CMTS) account.



Instructions for completing the Notice of Non-Operable Elevator

For number fields no spaces, dashes, or symbols.

1. One form for each development

a. Enter the name of the development as it appears in CMTS

2. CMTS Number

a. Enter the property's CMTS ID number

3. Building Identification Number (BIN)

a. HTC properties enter the BIN starting with TX

b. Non-HTC properties enter building number

4. The Date the elevator became non-operable

a. The date the elevator outage began

5. The Reason the elevator is non-operable

a. Brief explanation of why the elevator is non-operable and estimated time for repair

6. Number of working elevators in building

a. Enter number of elevators that are working in the building

7. ELBI Number

a. Number assigned by TDLR and shown on operating permit

8. Decal Number

a. Number assigned by TDLR for each elevator shown on operating permit

10. Elevator Repair Company

a. Enter full name of the company contacted/hired to repair the elevator

11. Repair Company Phone

a. 10-digit phone number of the repair company (no spaces or dashes)

12. Name of person submitting form

a. Name of person completing this form

13. Email address

a. Email of person completing this form

14. Phone number

a. Phone number of person completing this form (no spaces or dashes).

15. Attach a copy of the most recent TDLR permit displayed in elevator