



TEXAS DEPARTMENT OF LICENSING AND REGULATION
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Pursuant to Chapter 754 of the Health and Safety Codes
the following are
INSTRUCTIONS FOR CONTRACTORS
TO SUBMIT EQUIPMENT INFORMATION
TO TDLR

INITIAL REPORT

1. The initial report is due no later than the 60th day following the application date.
2. The report must include jobs performed by the contractor for the two years prior to the application date.
3. The report must contain new installations, alterations, contract or non-contract maintenance, and contract or non-contract repair.
4. The report must contain the following:
 - Equipment description
 - Owner name and address including zip code
 - Building name and address including zip code
 - Equipment TXE number if available

QUARTERLY REPORT

1. Quarterly reports must include all jobs contracted or performed in the quarter, which have not been previously reported to the Department.
2. The first quarterly report must include all jobs from the application date until the end of the quarter.
3. The report must contain new installations, alterations, contract or non-contract maintenance, and contract or non-contract repair.
4. The report must contain the following:
 - Equipment description
 - Owner name and address including zip code
 - Building name and address including zip code
 - Equipment TXE number if available

**The format in which the information must be sent to TDLR is as follows:
Microsoft Excel format (.xls) and in the order shown above.**