

## Frequently Asked Questions Regarding Request for Inspection (RFI) Forms

### **What is the written request for inspection used for?**

The written request for inspection is used to assign a RAS to a project for inspection. A written request for inspection is required to release a project to a RAS when the project status is 'review complete'.

### **Does the form have to be completed by the property owner?**

The form should be completed by the property owner or designated agent (owner's designated agent form required). The owner should use the same contact information on the form as they used to register the project. For example, if the owner uses a different address or email on the form than is registered in TABS, it can delay the project and TDLR may require the form to be corrected or the contact information in TABS to be updated. For more information about the correct owner contact information or designated agent, please see the [EAB Owner Memo](#).

### **Does the request for inspection have to be on the TDLR form?**

A written request for inspection is required. The written request may be the request for inspection form or some other written request, such as an email or letter, containing the required information from the form.

### **What information is required if TDLR form is not used?**

A valid request for inspection contains the project name and number, the RAS name and number, and the correct owner contact information. The correct owner contact information can be anyone in the same company having the same company name, address, and email domain, or it can be from the designated agent (owner's designated agent form required). For more information about the correct owner contact information or designated agent, please see the [EAB Owner Memo](#).

### **How do I request the file with a written request for inspection?**

For projects with the status of review complete, upload the written request for inspection (and the owner's designated agent form if applicable) to TABS transfer request. Projects with a status of review complete may not be manually unlocked by TechInfo. For projects with the status of registered only, the request for inspection may be sent to TechInfo.

### **How do I upload the request for inspection with the owner agent form? TABS transfer only accepts one document.**

Scan the request for inspection and owner agent form together to make one document or use a PDF utility such as Adobe to combine the documents together electronically.

### **What happens if the requestor information on the written request does not match TDLR owner records?**

If the requestor information does not match the owner as registered in TABS or the agent on the owner's designated agent form, the project cannot be released to the RAS. The transfer will be rejected until the request for inspection is corrected. If the project is at the closure stage with an incorrect or incomplete request for inspection, closure will be rejected until the form is corrected and submitted to TABS for closure.

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For questions please contact Architectural Barriers via email at [techinfo@tdlr.texas.gov](mailto:techinfo@tdlr.texas.gov) or through Customer Service at 512-539-5669.