

THE CITY OF NEW YORK
HOUSING AND DEVELOPMENT ADMINISTRATION
DEPARTMENT OF BUILDINGS

File

DEPARTMENTAL MEMORANDUM

DATE: October 27, 1975

TO: Borough Superintendents - Borough Offices
FROM: - Blaise F. Parascandola, Assistant Commissioner
SUBJECT: Violation Search Request - Request For Back Fee Information

This memorandum modifies the memorandum of this office dated August 22, 1975 with respect to the above subject, pending revision of overall procedure with the Department of Rent and Housing Maintenance.

When an applicant makes a Violation Search Request on B Form 203, the applicant shall be advised that if back fee information is desired, Form CBS-12 shall also be filled out. The applicant shall forward Form CBS-12 directly to Department of Buildings, Central Billing Section - Room 8172, 100 Gold Street, N.Y., N.Y. 10038. The Central Billing Section will check only those accounts where an identification number is indicated and will return same to the applicant.

When the Violation Search Request has been completed by the Borough Office in addition to Department of Buildings Violation Reports, if any, a copy of NOTICE TO VIOLATION SEARCH APPLICANTS shall also be forwarded to Department of Rent and Housing Maintenance.


Blaise F. Parascandola

BFP/mb
cc: Comm. Walsh
Deputy Comm. Jenkins
T.V. Burke
I.E. Minkin

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