

THE CITY OF NEW YORK
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: January 26, 1978

TO: Borough Superintendents

FROM: Director of Operations Irving E. Minkin, P.E.

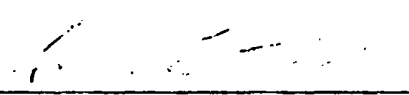
SUBJECT: SEARCHES - TITLE GUARANTEE COMPANIES

As a result of a series of meetings with representatives of the Title Guarantee industry, Commissioner Walsh, in an attempt to expedite searches requested by title guarantee companies, has agreed to the following procedures to be implemented on Monday, February 13, 1978:

1. Title companies will submit all requests for searches to the Department of Buildings in duplicate.
2. Borough cashiers will receipt both copies of the requests and will send one copy directly to Code Enforcement and the original to the borough index section.
3. The borough will conduct the searches as heretofore, except that the completed searches will be mailed directly to the title companies using the copy of the request form as the transmitted letter. The request form will contain ample space at the bottom for the search clerk to annotate "no violations" or "Violation numbers attached," to sign the form and to place a Building Department stamp to authenticate the search.
4. Code Enforcement will conduct their search independent of the Building Department's search and will also mail their search results directly to the title company. The title company will collate both searches.
5. Should a title company fail to send their search request in duplicate, the search will be on a "landem" basis, as at present, wherein the Department of Buildings will conduct their search and will forward the results to Code Enforcement for a search of their records and mailing to the title company.

Any questions concerning this procedural revision, should be directed to Messrs. V. Sposito or K. Thomas.

IEM/df
CC: Comm. Walsh
Dep. Comm. Jenkins
Dep. Comm. Parascandola
Boro. Office Managers


Irving E. Minkin, P.E.
Director of Operations

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