

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

DEPARTMENTAL MEMORANDUM


DATE: February 23, 1977

TO: Borough Superintendents
FROM: Director of Operations Irving E. Minkin
SUBJECT: Supplement to Directive #1/76; Procedure to Reduce Backlog of Complaints, Violations, and Certificate of Occupancy Applications

This supplement modifies items 1 and 2 of Directive #1/76 as follows:

1. Administrative cancellation of complaints, as prescribed in Directive #1, shall apply to complaints which were filed prior to January 1, 1975.
2. Administrative cancellation of minor violations, and correspondence to other city agencies, is to be performed with respect to violations which were filed prior to January 1, 1972.
3. In the course of reviewing violations anew, the following steps should be taken as may be appropriate depending upon the type of violation and/or the owner:
 - a. When the owner of record for a hazardous violation is noted to be a city agency, the ownership is to be re-checked to ascertain that the property has not been conveyed. If the owner is still a city agency, a copy of the violation is to be promptly forwarded to this office for further action, together with any pertinent recent inspection reports. If the property has been conveyed to a private party, a new violation is to be issued citing the fact that it is a continuation of the prior violation, and diligently prosecuted, with the original violation to the city agency administratively superseded.
 - b. When the owner of record is noted to be a corporation or firm with offices located in Manhattan, and the violation is not appropriate for cancellation, a copy of the violation and recent inspection report, and summonses prepared for responsible parties are to be forwarded to the Manhattan office, so that the process server presently assigned only to Manhattan can service the other boroughs as well.

IEM/df
CC: Exec. Staff


Irving E. Minkin
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