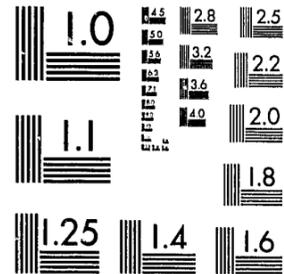


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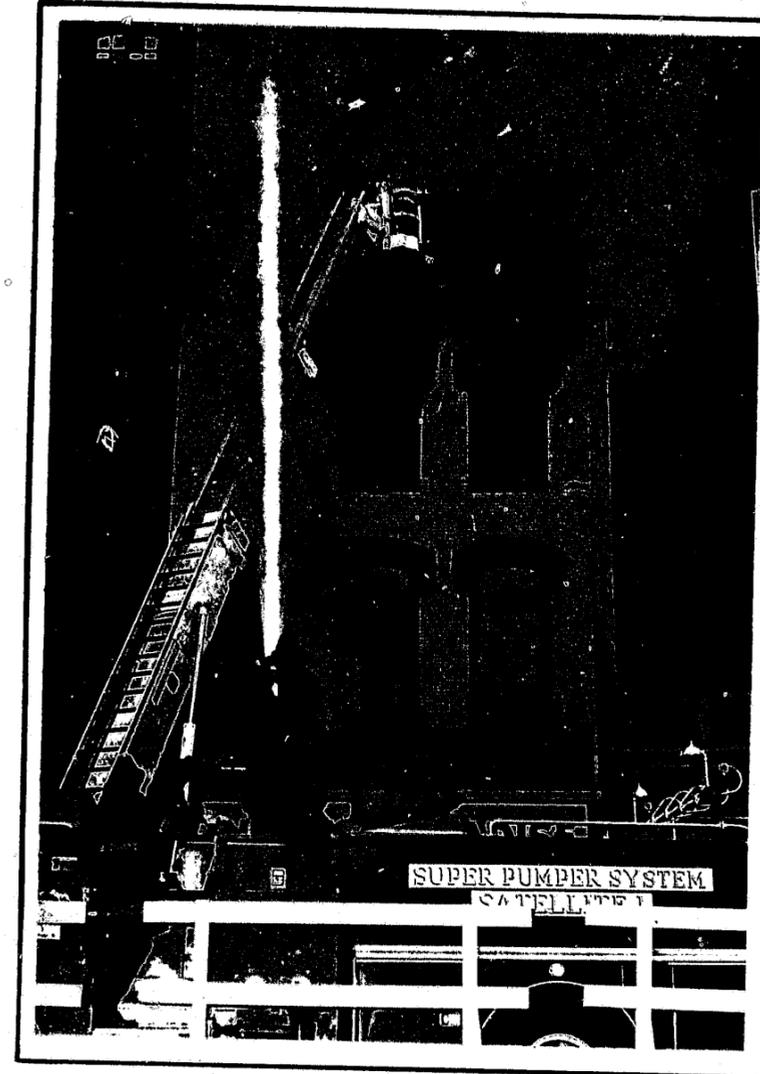
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RESEARCHING ARSON - FOR - PROFIT



A Manual For Investigators And
Prosecutors

MFD



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Researching Arson-for-Profit
A Manual for Investigators and Prosecutors

CHAPTER I
INTRODUCTION

The Arson-for-Profit Information Analysis Project was funded by the U.S. Department of Justice, Bureau of Justice Statistics in order to develop a computer-aided arson research system. The 18-month project began in November 1979 and initiated its case referral service in July 1980. The system is designed to provide easy access to the administrative records of public and private agencies. New York's computer-aided system assists in uncovering arson-for-profit situations and provides leads to possible suspects. It can be used to gather information on many properties during the initial phase of an arson investigation. Arson investigators and prosecutors are relieved of the tedious task of researching bureaucratic records and are therefore able to devote more of their time to investigative work.

The purpose of this manual is twofold: to outline the process required to develop an arson research system and to describe the development and operation of the New York City system in detail. Chapter II of the manual identifies the type of administrative information relevant to arson-for-profit investigation and lists possible public and private sources of these records. Chapter III describes the process necessary to integrate these records into an arson research system. This development process includes: interviewing arson investigators and prosecutors to determine information needs; identifying, evaluating and categorizing relevant records; developing a process for accessing records; establishing case referral and processing procedures; determining data storage requirements; and developing a

method for evaluating the effects of the system. These two chapters should be of general interest to arson investigators and prosecutors in many jurisdictions.

Chapter IV presents the specifics of New York City's application of the developmental process. Methods used in New York to determine the needs of arson investigators and prosecutors and to identify, evaluate and categorize relevant records are discussed. The research procedures developed to access relevant computerized and non-computerized records are then described in detail. This part of the document serves as a training manual for New York researchers. Case referral and processing procedures are also explained. Finally, a description of the system's evaluation section is presented. While this section is of particular relevance to New York City arson investigators and prosecutors, it should also be of interest to those in other cities contemplating the development of a computer-aided arson research system.

CHAPTER II

ADMINISTRATIVE INFORMATION RELEVANT TO ARSON-FOR-PROFIT

The five basic categories of information relevant to arson-for-profit investigation and prosecution which are suitable for inclusion in a research system are:

- A. parties with interest in property;
- B. building conditions;
- C. previous fire history;
- D. financial records of property; and
- E. insurance information.

These administrative records, which are frequently maintained by government offices or private agencies, are often readily accessible and therefore suitable for inclusion in an arson research system which is designed to provide quick access to many records for a large volume of cases. Specific records required by the individual nature of a case, such as the financial accounts of a business, will still have to be obtained by the investigator or prosecutor through other means. The research system can serve as a data warehouse which provides a mass of preliminary clues to possible suspects and motives. Further investigative work will be required to build a case upon the initial foundation provided by the system.

A. Parties with Interest in Property:

The first category of information of relevance to arson-for-profit investigation is parties with interest in property. These individuals have a financial interest in the property and thus would gain economically from insurance proceeds if a fire occurred in an unprofitable property. The following types of

information may assist in identifying and locating these potential suspects:

1) Owner:

The owner has the most direct connection to the property and thus the most obvious opportunity for economic gain.

2) Corporate Officers:

When properties are owned by corporations the corporate officers are the individuals who stand to gain from the arson. Often links between "dummy" corporations which are set up to hide the identity of arson profiteers can be developed if the names and addresses of corporate officers are uncovered.

3) Managing Agent:

The managing agent may have information on the physical and financial condition of the property as well as leads to ownership or other individuals with interest in the property. The agent may be connected to the fire, especially in circumstances where a number of properties which he/she manages have been torched. A link between fires, corporations, and suspects may be developed through the managing agent.

4) Mortgagee:

The mortgagee is the individual or institution which lent the owner the funds required to purchase the property. In New York City the mortgagee has the primary lien against fire insurance proceeds, even before the owner of the property, for the amount of the outstanding mortgage. In arson-for-profit situations the owner of record often has a minimal interest in the property while the mortgagee will be the one to profit most from the fire. Non-institutional mortgagees are therefore

potential suspects.

5) Real Estate Taxpayer:

While traceable information on ownership may not be found, the name and address of an individual responsible for paying real estate taxes may be on record. In some communities, though, the filing of a real estate taxpayer is optional since these taxes can be paid in person. When a real estate taxpayer is listed this individual will often be the mortgagee, owner, corporate officer, managing agent or other representative of a party with interest in the property.

6) Meter Taxpayer:

Water or sewer charges are often determined by meters. As is the case with the real estate taxpayer, the filing of a meter taxpayer may be optional. There may also be more than one meter taxpayer listed for a property if there is more than one use located on the property. For instance, one building which houses a variety of stores or factories would have several water meters. When a meter taxpayer is listed this is often a good indication of business ownership and may provide valuable leads to mortgagees, owners, corporate officers, managing agents or other representatives of parties with interest in the property.

7) Responsible Party:

In many cities each multiple dwelling must have a responsible party on file in case of an emergency situation. This individual may have information on the physical and financial condition of the property as well as leads to other individuals with interest in the property.

8) Foreclosure (In Rem) Proceedings:

When the owner of a property fails to pay taxes over an extended period of time he/she may forfeit his/her interest in the property to the local government. Information on past or present local foreclosure (In Rem) proceedings indicate properties which are experiencing financial difficulties and thus could present possible arson-for-profit situations. This information also indicates the accuracy and timeliness of ownership records.

9) Owner's Other Properties:

Local governments may maintain records which list all properties owned by each property owner. These records are extremely important since when compared with fire records they may indicate patterns of arson.

10) Individual or Corporate Owners with Offices at Same Address:

Where this information can be obtained, it may indicate links between individual and corporate owners who otherwise appear unrelated.

In many localities the following types of agencies maintain records on parties with interest in a property:

1) Tax Collecting Agency:

In order to carry out its mandate to bill and collect taxes, local tax collecting agencies often maintain relevant records.

2) Water Department:

If the local Water Department or District collects its own charges, it will maintain records on the name and address of meter taxpayers.

3) Housing Agency:

Local housing agencies are responsible for preserving and developing housing units and may therefore collect records on owners, managing agents, and responsible parties connected with residential property.

4) Buildings Department:

Many localities have a Buildings Department which is responsible for checking the structural safety of buildings, for issuing building permits and for maintaining building codes. Such agencies may maintain ownership records.

5) Department of City Planning - City or Regional Planning Commission:

In order to handle land use and zoning issues and to plan for future development, local planning agencies may store useful ownership information.

6) Fire Department:

In the course of determining the cause and origin of suspicious fires, firemen at the scene of a fire often gather information about the ownership of property.

7) Local Registries:

Documents of title and mortgage are recorded at local registries. These records are often a primary source of data on parties with interest in property.

8) County or City Clerk's Offices:

Records on partnerships, companies and corporations are often filed at the

Offices of City or County Clerks.

9) Department of State (State office):

In many states, records on corporations are filed on the state level. While these records are often very difficult to obtain, they may include valuable information on corporate officers.

B. Physical Structure and Condition of Buildings:

An evaluation of the physical structure and condition of a building is vital in determining the possibility of arson-for-profit. Unscrupulous owners may try to obtain a final measure of profit by neglecting to maintain or repair a building before torching it for insurance proceeds. A building in disrepair may also have lost its income earning potential and therefore become an economic burden. In order to evaluate a property's economic situation, information on its use, physical structure, condition and upkeep are important. The following records are available in many localities:

1) Land Use:

Records on the type of land use (commercial, industrial, residential, etc.) and its intensity (heavy or light manufacturing; single family houses or apartment complexes; neighborhood convenience stores or regional shopping centers, etc.) provide basic information which is essential when evaluating other data.

2) Structural Information:

The following records, which provide basic information on the physical nature of a structure, are available in many areas:

- a) Building construction
(e.g., brick, wood, fireproof, semi-fireproof, etc.)
- b) Age
- c) Building Size
(e.g., number of stories, building dimensions, etc.).
- d) Number and type of units
(e.g., apartments, single room occupancy units, stores, factories, etc.)

3) Complaints:

Records of complaints filed by residents of buildings about undesirable or unsafe conditions are important when evaluating the structural condition of a building and thus its financial viability. Many localities maintain records of the nature of complaints and the names and addresses of individuals who have filed complaints.

4) Violations:

Violations of building, housing, sanitation, health and fire codes are placed in most jurisdictions after inspections scheduled either routinely or as a result of complaints. Records which describe the nature and severity of violations are important indicators of the condition of the property. This information may suggest the need for financial investment.

5) Emergency Repairs:

When violations are considered to be so severe that the health and safety of the residents of a building is threatened, local governments often make emergency repairs for which the property's owner is billed. Records of the nature of

emergency repairs and the amount that the owner has been billed are important factors when the physical condition and financial viability of a property is evaluated.

The following types of agencies maintain records on the physical structure and condition of buildings:

1) Buildings Department:

Local buildings departments are responsible for enforcing building codes and are possible sources for records on building code violations. Structural information on buildings and land usage may also be available from these agencies.

2) Housing Agency:

Housing code complaints, violations, and emergency repairs are often processed by local housing agencies. These agencies may also have records on the intensity of residential land usage and the structural characteristics of residential properties.

3) Sanitation Department - Health Department:

Local sanitation or health departments often handle violations of health and sanitary codes.

4) Fire Department:

Information about violation of fire codes can often be obtained from local Fire Departments.

5) Tax Collection Agency:

Local agencies that are responsible for property assessment or tax collection may keep records on land usage, physical structures, and emergency repair charges.

6) Department of City Planning - City or Regional Planning Commission:

City and regional planning agencies maintain land use and zoning maps which contain information on the classification and intensity of land usage as well as basic structural information.

C. Previous Fire History:

It is generally believed that a major arson fire is often preceded by a series of small fires. These fires are intended to chase away either all of the building's tenants or at least those who occupy the building's top floors. A fire which then destroys the roof of the building will render the building virtually useless. When the roof is gone the remaining shell is open to the elements and will soon deteriorate. An examination of the previous fire history of a building is therefore important when evaluating the possibility of arson-for-profit.

Records of the dates and causes of fires are available in many areas. These records are usually available through local fire departments or arson task forces. If these records are indexed by the names of the owners of the properties it may be possible to see patterns of arson-for-profit. In addition, links between owners of properties where suspicious fires have occurred may become apparent if these records are indexed by the address of the property owners.

D. Financial Records of Property:

A property's financial records are crucial when evaluating the possibility of arson-for-profit since arson is an increasingly popular means for disposing of economically burdensome property. The following records can be important

indicators of unprofitable properties:

1) Assessed Value:

Although a property's assessed value is usually lower than its true market value, records of changes in assessed value do provide indications of changes in the value of the property.

2) Tax Exemptions:

The nature and extent of tax exemptions can have a major effect on the property's tax bills and thus its economic viability.

3) Tax Payment History and Current Arrears:

The existence of tax arrears provides an indication that a building is experiencing financial difficulties and suggests the possibility of a profit motive for arson. An examination of the tax payment history indicates when financial problems started and therefore provides a guide for further research.

4) Unpaid Emergency Repair Charges:

Records of unpaid fees charged for emergency repairs provide additional indicators of financial problems and thus a possible arson motive.

5) Government Rehabilitation Loans:

Many arson investigators believe that government rehabilitation loans offer an opportunity for arson profiteers to increase their spoils. The theory is that cosmetic improvements financed through loan programs allow the owner to profit in two ways. Since the property's value has supposedly increased, the owner can increase the property's insurance and thus his/her gain from the fire. The

arsonist can also pocket the difference between the minor improvements that were made and the rehabilitation that was scheduled by presenting forged repair bills for the larger amount. Records of government rehabilitation loans are thus important when evaluating the possibility of financial motives for arson.

Financial records of properties can be obtained through the following types of local agencies:

1) Tax Collecting Agency:

These agencies are responsible for assessing property value, issuing tax exemptions and collecting taxes. In addition to real estate taxes, local tax collecting agencies may be responsible for collecting water charges, sewer charges, street improvement funds, capital construction fees, emergency repair charges, etc. These agencies should be a valuable source of records.

2) Housing Agency:

Local housing agencies often maintain financial records for residential buildings. Most rehabilitation loans are processed by these agencies, and thus they are a source of this information.

3) Water Department:

If the local water department handles its own billing process then it should maintain records on water and sewer charges.

4) Buildings Department:

Local building departments may maintain records on emergency repairs.

5) Department of City Planning - City Planning Commission:

Local planning agencies often have records of government rehabilitation loans.

6) Regional offices of the Department of Housing and Urban Development (HUD):

It may be possible to obtain records of federal rehabilitation loans from local HUD offices.

E. Insurance:

The ultimate aim of an arson profiteer is to capture a treasure in fire insurance proceeds. Insurance records are therefore extremely important to the investigation and prosecution of arson-for-profit. Unfortunately, in New York and other states these records are often not readily available and thus must be obtained by the investigator during the latter stages of the investigation. The following records should be included in an arson investigation system if they are available in your jurisdiction:

1) Insurance Coverage:

Records on the number and extent of policies covering a property in question should be sought.

2) Policy Information:

For each policy it is important to know:

- a) Name and address of insurance company
- b) Amount of policy
- c) Dates of policy

d) Name and address of insured

3) Previous loss record:

The previous loss records of the property and the insured are important when evaluating the possibility of arson-for-profit.

The following sources of insurance information should be contacted to determine the extent and accessibility of available records:

1) High Risk Insurance Pool (Fair Plan):

High risk insurance pools, which in some states meet Fair Plan eligibility requirements, are potential sources for insurance information since many arson prone properties are located in high risk areas.

2) Property Insurance Loss Registry (PILR):

The American Insurance Association has computerized the property insurance losses of many of its member companies. This system is capable of providing insurance records for all losses on which a claim has been filed. PILR can be a valuable investigative tool depending upon its accessibility. In New York State direct access to these records is not available to law enforcement officers. Records from PILR are available only through insurance adjusters. Investigators feel that this compromises the confidentiality of investigations and limits the usefulness of this investigative source.

3) Department of Insurance (State):

The Department of Insurance, a state office, should be contacted to determine the extent and accessibility of available records.

CHAPTER III
SYSTEM DEVELOPMENT PROCESS

The development of an arson research system based on administrative records involves several tasks, the first of which is to survey the needs of arson investigators and to evaluate and categorize records that may be relevant to arson. The types of records and possible sources were discussed in Chapter II. Once information sources are identified, a close examination of the actual data is necessary in order to classify it, evaluate its usefulness, and develop methods to utilize it. This can be achieved by interviewing current users and producers of the data. Each data item should be traced to its original source. Often much can be learned through comparisons of same data items (e.g., ownership) obtained from the available sources.

Administrative records are collected and maintained for purposes other than arson investigation, and it will be rare to find any that are perfectly suited for investigative uses. The evaluative process must determine which records are valuable enough to merit the adaptive efforts necessary. Among the criteria that should be applied are the timeliness, accuracy, accessibility, and format of the data. These factors are discussed in detail below.

1. Timeliness:

The updating of administrative records is done on a schedule appropriate to the primary purpose for which they are used. In utilizing these records for arson investigation this schedule may produce an unacceptable time lag. For example, New York's Department of City Planning requests occupancy rate data from the local utility company on a yearly basis for planning purposes. However, a rate that is up to a year old is probably of little value in establishing the building's level

of financial viability.

For some types of information, historical data is useful in establishing patterns. In any case, it is important to know what the date associated with the data is. This is especially true in trying to relate information to a particular fire date. In general, building information will probably be useful even if it is somewhat out of date. Current data on ownership, however, is extremely important since it is crucial to determining the party to gain financially from an arson fire. In addition, sales turnover immediately preceding a fire is often an indicator of an arson-for-profit set-up. The timeliness of financial data is also important, but less up-to-date information can still help in establishing a pattern.

2. Accuracy:

Administrative records are never totally accurate. As with timeliness, it is important to determine the approximate level of accuracy and decide whether this lies within the acceptable tolerances for a particular data item.

3. Accessibility:

If records are kept manually, physical location is an important factor. Are the records stored in a central place or are they decentralized? If there are existing computer systems, determine whether they are batch systems, where requests are submitted to a central computer or on-line where each user has a terminal and what equipment is needed to gain access to the system.

The procedures necessary for obtaining data from either a manual or a computer system are important accessibility factors. Can you get the information

on your own or do you have to submit a request to someone else? When a request is required, your system will be subject to the priorities of others. The number of requests may be limited or the time it takes to have information returned may be too long to make it useful. In dealing with confidential information different security measures may be imposed, at times even a subpoena requirement. Private records, such as insurance or business records, may prove particularly difficult to obtain.

In general, access procedures are considered in terms of exactly what must be done to get the information, the staffing level required, and the time it will take to obtain the information through either direct research or a request procedure.

4. Format:

For manual systems, format can be defined as the filing system used for information storage and the form in which the data is recorded. In computer systems the concepts are similar; data "keys" are the pieces of information needed to access information and the "report layout" is the form in which data is presented.

Data format is closely related to accessibility in that the manner in which information is organized may affect its usefulness and thus its accessibility for arson investigation. For example, the New York City Finance Department keeps tax information by tax block and lot rather than by address. When only the address is known, as frequently is the case in an arson investigation, additional research must be conducted to obtain the block and lot.

Documents used for recording administrative information may contain information that is irrelevant or confusing to an arson investigator. The relevant information must be transcribed to more appropriate forms. It is also crucial to obtain accurate definitions of terms when utilizing the records of other agencies.

Format considerations are especially important in dealing with computer systems, as the system organization is not often obvious, even to a trained programmer. Adapting an administrative computer system or even utilizing existing programs and procedures requires a thorough understanding of the system that can be achieved only through close consultations with the data producing agency.

Since the modification of a computer system can be a costly undertaking, the option of using existing systems and report formats must be carefully considered. Forms and manual procedures can be designed to adapt the data to meet the needs of arson investigators.

When relevant data is identified, procedures must be developed for retrieving it. This involves a cost-benefit analysis of system structure, i.e. use of existing systems versus new computerized or manual approaches and research unit placement within the organizational structure.

The extent to which existing systems are utilized will depend on the factors of timeliness, accuracy, accessibility and format as discussed above as well as the level of resources available. It may be desirable to work with other local agencies in developing a joint computer or manual system. Computer systems are generally justified only when a large volume of complex data is to be processed.

Cost estimates for maintaining as well as creating an accurate data base should be carefully considered.

In New York, our initial approach was to use existing computerized systems as much as possible, adapting them through the use of forms designed to capture information relevant to arson-for-profit. This method seems appropriate for a low budget project in a large city. The design of a new computer system solely for the purpose of arson investigation would have been prohibitively expensive. However, an additional computerized data base is being developed to contain important aspects of our research findings.

Centralization versus decentralization is the major decision with respect to the positioning of the research unit in the organizational structure. In smaller cities this can be an easy choice, as decentralization will be impractical. However, in a city like New York, with seven independent agencies involved in arson investigation and prosecution (Fire, Police and five District Attorneys), this has been a major issue. Centralization has advantages, especially in the system development phase. Equipment costs are minimized since the equipment can be utilized on a continuous basis. In addition, research can be performed by a specialized staff. Assistance in utilizing the data provided can also be rendered to users. Inter-agency coordination and sharing of information, keeping up to date on changes in the administrative data bases used, and dealing with computer equipment maintenance are other functions that can be most efficiently performed centrally.

A disadvantage of a central system is the extra level of bureaucracy involved in case referral and return procedures. The fact that the researcher is not

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directly involved in the investigative aspects of a case and thus perhaps less able to determine exactly what information would be most valuable is another problem. This last limitation could be overcome by encouraging close interactive relationships between researchers and investigators. Other possible problems to be faced in a central system are the reluctance of agencies to relinquish control over case priorities, and, at least in New York, a general inter-agency sense of rivalry.

Whether a centralized or decentralized system is chosen, it will still be necessary to develop methods of case referral, processing and data return. A log should be kept for the dual purpose of keeping track of cases and for maintaining rudimentary statistics such as number of referrals, source of referrals and time required for processing cases.

The extent of retrieved data and records of system usage to be stored and the form of its storage must also be determined. In making these decisions the availability of data from other sources, updating requirements, storage costs and staff size and time requirements should be considered. In New York we keep complete manual files of researched information for evaluative purposes. In addition, we are planning to implement a computerized data base to store information retrieved from the City Registries and other important research findings. Files of researched data form a secondary research resource. Before the usual research tasks are performed for a referred case, this information can be checked to see if the work has been done or if ownership links or building patterns can be discerned.

Policy must be set as to the extent of accessibility to stored case records. The very presence of a building or an owner in the file indicates that some investigative work was undertaken. It therefore seems that even if all of the information in the file is public record, limitations on public access to the records in this form might be justified on privacy grounds. Access for other governmental agencies, especially law enforcement agencies, would probably be more difficult to avoid.

Evaluating the relevancy and accuracy of data produced by the system is extremely important. This function can be achieved most comprehensively through a centralized system. Feedback should be sought from investigative agencies on the relevancy and accuracy of data provided for individual cases. Additional or different information may be needed or perhaps certain information is of little use and does not justify the retrieval effort. The accuracy of data can often be determined in the course of the follow-up investigative work. This feedback is valuable to the data producing agencies and may help them improve their records.

The overall effect of the research system on arson investigation and prosecution should also be evaluated. Are arson-for-profit situations being uncovered at an early investigative stage? Are there more prosecutions and convictions? Does the system help investigators and prosecutors in piecing together more general patterns of arson-for-profit abuse? All of these are desired effects. It is important to evaluate the system's achievements with the aim of improving its usefulness.

CHAPTER IV
NEW YORK CITY DEMONSTRATION PROJECT

Section A

Overall Description of System

The New York City Arson Strike Force received two grants to fund the Arson-for-Profit Information Center: The Arson for Profit Information Analysis Project (IAP) and the Arson-for-Profit Research Unit. IAP is an eighteen month project financed by the U.S. Department of Justice Bureau of Justice Statistics and the Research Unit is a one year project which receives funds from the Law Enforcement Assistance Administration Office of Community Anti-Crime Programs through the Urban Academy for Management. IAP began in November 1979 and will run through April 1981; the Research Unit started in June 1980 and will run through April 1981.

IAP was designed to assist arson investigators and prosecutors by providing improved access to building information and ownership data. A prime intention was to make use of existing City data resources, especially those which were already computerized. Accordingly, the first task in developing the IAP system was a preliminary review of computerized records maintained by various City agencies for administrative purposes. IAP staff then met with representatives of the Fire Department's Division of Fire Investigation (DFI), the Police Department's Arson/Explosion Division, and the five District Attorneys' Offices to discuss the usefulness of the existing data resources in filling the information needs and gaps which arson investigators and prosecutors face.

The development of New York City's Arson-for-Profit Information Center and the data to be included in it were determined by an evaluation that heavily

weighted the views of representatives of user agencies in applying the four criteria described in Chapter III: timeliness, accuracy, accessibility and data format. The process of data consideration, meetings with representatives of user agencies and initial system design were detailed in a "Requirements Analysis" document which was written in March 1980.

In the meetings held with investigators and prosecutors it became apparent that timeliness was a crucial factor for most types of data. We therefore decided to focus on information available in on-line computer systems where the latest updates would be immediately available. It was also determined that the creation and maintenance of a complete database to meet arson investigative needs was beyond the resources of the Strike Force. For this reason, the Information Center relies heavily on existing computer systems which are maintained by other City agencies. The two major systems which we have been using are those of the Finance Department's Real Property Assessors Department and the Department of Housing Preservation and Development (HPD).

Using existing systems of other agencies presents some very real disadvantages. The accuracy and timeliness of the data are beyond our control. The data is also received in a form designed to be convenient for users in the Finance Department and HPD, not for arson investigators. However, we feel that these negatives are overshadowed by the fact that we have immediate access via computer terminals in our own office to updated information on the 832,000 properties in New York City. Format difficulties are overcome by transferring the information to forms designed for arson investigators. These forms can be modified as we learn more about investigators' wants and needs. Timeliness and accuracy can be maintained in part by comparing and evaluating the information obtained from

various sources.

The information obtained from these two systems includes the following:

Finance Department's System

1. Building information:

- a. Tax block and lot
- b. Address
- c. Corner location
- d. Building type
- e. Number of buildings on lot
- f. Stories

2. Parties with interest in the property:

- a. Owner: name, date of deed
- b. Real Estate Taxpayer: name, address, date entered
- c. Meter Taxpayer: Name, address, date entered
- d. In Rem actions, agreements or title vesting

3. Financial Information:

- a. Current assessed value
- b. Former assessed values
- c. Current tax exemptions
- d. Total tax arrears
- e. Total tax credits

- f. Outstanding balance
- g. Date of first arrears
- h. Total quarters in arrears

Department of Housing Preservation and Development's System (multiple dwellings only)

1. Building information:

- a. Address
- b. Number of apartments
- c. Number of single room occupancy units
- d. Date of last housing code inspection
- e. Housing code status
- f. Unsafe building status
- g. Number of pending violations: total and by hazard class
- h. Number of outstanding complaints

2. Parties with interests in the property:

Owner or managing agent: name and address

3. Financial information:

Unpaid emergency repair balance

In addition to the two on-line computer systems, the Information Center draws on several other sources. An important resource is the Fire Department's Division of Fire Investigations reports. These reports were computerized for a two year period (June 1977-May 1979) as part of another Arson Strike Force Project. The Fire Department later assumed the responsibility for this effort and

is currently bringing the data up to date. The Information Center utilizes computer printouts sorted in several different ways in order to obtain information on previous fires at a given address or belonging to a particular owner. In addition, other owners who share the same address and who have buildings with suspicious fire histories can be determined. For each investigated fire the following information is available:

address of fire
 date and time of fire
 owner's name and address
 determined cause (incendiary, arson attempt,
 accidental or not ascertained).

Our major non-computerized information sources are the City Registries (one in each borough). The Research Unit, which is composed of senior citizen field researchers, concentrates its efforts here. Ownership, mortgage and lien histories are available on microfiche. The information gathered is transferred to forms and will eventually be stored in a computerized data base which we are in the process of designing. This will enable us to retrieve previously gathered information and to examine it with respect to linkages and patterns.

Currently, the New York City Arson-for-Profit Information Center is a centralized operation. Arson investigators and prosecutors refer cases by telephone to the Center staff, located in the offices of the Arson Strike Force. ASF has one cathode ray tube (CRT) computer terminal linked via a telephone line to the Finance Department and one to the HPD system. A printer is used to make copies of the information that appears on the terminal screens. The Division of

Fire Investigation reports are available as computer printouts. When a Registry search is desired, the case is referred to the field researchers who are posted at the appropriate borough Registry. All information gathered by the Center is returned to the referring agency by mail or messenger. Case referral and processing procedures are described in more detail in Section C of this chapter.

An initial step in developing our system was a period of closed case research. Cases were solicited from all of the user agencies in order to test research procedures and forms, to develop case logging procedures, and to evaluate the accuracy of the information gathered by comparing data obtained from various sources. The eagerness of the user agencies was so great that a number of active cases were referred and researched during the closed case period. The official start of active case referrals was July 21, 1980, and by the end of September over 250 cases had been referred and returned.

The research system is still in a developmental stage; the final form of the system has yet to be determined. Future plans include the development of additional information sources, the evaluation of system use, and the determination of the future of the system. The sections below contain detailed instructions on how to use New York City information sources and a detailed description of our referral and research procedures. These sections will be used as a training manual for arson investigators and prosecutors. While these instructions are not directly applicable to other cities, they do present a model of the kind of manuals that will be necessary in each jurisdiction which develops an arson research system.

Section B

New York City Process for Accessing Records

1. Division of Fire Investigation Reports

New York City's Arson-for-Profit Information Center begins its research with an examination of the Fire Department's Division of Fire Investigation (DFI) reports. These reports contain the results of the fire marshals' investigations and arson determinations. While the DFI reports are currently available only in computer printout form for the period June 1977-January 1980, the Fire Department is developing an on-line computer system to maintain these records.

The research form that the Arson-for-Profit Information Center uses to collect data from the DFI reports is presented on the following pages. Both the form and the DFI reports are indexed three ways: fire address, owner's name and owner's address. The fire address that is referred by the investigative agency is transferred to the appropriate section of the first page of the form and a history of previous fires is listed as well as the name and address of the owner as determined at the scene of the fire.

When the name of a possible owner or suspect is referred to the Arson-for-Profit Information Center, the DFI Owner's Name file is researched to obtain a listing of other properties owned by this individual or corporation where suspicious fires have occurred. In addition to the address of the property, the address of the owner and the date, time and cause of fires are obtained.

The third way to access the DFI reports is by owner's address. An examination of other individual or corporate owners of properties, where suspicious fires have occurred, that maintain offices at the same address as the owner in question, may

provide links between arson profiteers. In addition to the name of the owner, the address of the properties where suspicious fires have occurred and the date, time and cause of the fires are listed on the form.

Research findings on the case referred to the Arson-for-Profit Information Center are listed on the first page of the DFI research form. Follow-up research through the DFI Reports is conducted on the fire addresses, owners' names and owners' addresses uncovered through the initial research. Separate fire address, owner's name, and owner's address research forms are completed when needed.

The DFI research is conducted until all names and addresses are investigated. This occasionally leads to massive, seemingly never ending lines of connection. The research which begins with only one address and possibly a name often expands to the point where a decision must be made as to when it should be curtailed. This decision, which must be reached for all levels of investigation as well as DFI research, is one which must be made based upon the specific nature of the case, past experience and available personnel.

ATTACHMENT 1 - D.F.I. FORM

Page of

Information Center Case #

ARSON-FOR-PROFIT INFORMATION CENTER

Source: Division of Fire Investigation Reports) Information Referred

I.) Fire Address Referred _____ Boro _____

Previous fires:

	Date	Time of Fire	Cause Code	Owner	Owner's Address	Boro
1)	_____	_____	_____	_____	_____	_____
2)	_____	_____	_____	_____	_____	_____
3)	_____	_____	_____	_____	_____	_____
4)	_____	_____	_____	_____	_____	_____

II.) Owner's Name Referred: _____

Additional Properties:

	Fire Address	Boro	Date of Fire	Time of Fire	Cause Code	Owner's Address	Boro
1)	_____	_____	_____	_____	_____	_____	_____
2)	_____	_____	_____	_____	_____	_____	_____
3)	_____	_____	_____	_____	_____	_____	_____
4)	_____	_____	_____	_____	_____	_____	_____

III.) Owner's Address Referred: _____

Other Owners listed at Owner's Address:

	Owner's Name	Fire Address	Boro	Date of Fire	Time of Fire	Code
1)	_____	_____	_____	_____	_____	_____
2)	_____	_____	_____	_____	_____	_____
3)	_____	_____	_____	_____	_____	_____
4)	_____	_____	_____	_____	_____	_____

Cause Codes:

A= Incendiary B= Arson Attempt C= Accidental D= Not Ascertained

IV.) Remarks:

Section B

2. Computer Research

The Arson-for-Profit Information Center uses Cathode Ray Tube (CRT) Terminals to access information from the on-line computer systems of the City's Department of Finance and Department of Housing, Preservation and Development. Researchers use a Computer Data Form to collect information of relevance to the investigation of arson-for-profit from the system (see Attachment 2 at end of Computer Research Section). The first page of the Computer Data Form contains basic building information. Data elements pertaining to a building's physical characteristics, considered key indicators in arson-for-profit situations, are included. The second page of the Computer Data Form includes information about parties with interest in the properties in question. The third page of the Computer Data Form includes information relating to the financial status and history of a property.

Procedures For Obtaining Information from the City's Computer Systems

Finance Computer System

In order to request information from the computer system the appropriate codes (which will be described below) must be typed into the terminal and the "enter" key must be pressed. The first page of the requested information will then be displayed on the screen. In order to receive the entire response, subsequent pages must be obtained. On the Finance system, simultaneously press the PF7 and shift keys to obtain the next page of the response. The "End of Display" message indicates that the entire response has been received. If you desire to re-examine the preceding page, the PF8 and shift keys should be simultaneously pressed. Printed copies of all information appearing on the screen can be obtained by pressing the "Ident" key.

- 1) First Inquiry - (FIND):

Purpose: The Finance system contains data on all properties in New York City. To initiate research on an address it is necessary to obtain the property's block and lot number since most information is not stored in the system by street address. Taxblocks are generally equivalent to physical blocks, although this is not always the case. The lot number is a number assigned to a real estate parcel.

The "FIND" inquiry is used to obtain the block and lot number as well as other basic information. Data elements and their item numbers on the Computer Data Form are as follows:

1. Block
2. Lot
3. Address, Borough
5. Corner
6. Building Type
7. Number of buildings on lot
8. Stories
18. Owner
19. Date of Deed
36. Current Assessed Value (land and total)
38. Current tax exemptions

Input: Type in "FIND" and press the "enter" key. The following screen will appear:

Boro-
House number-
Street name-
Owners name-
Block-

The following borough codes are used:

- 1 - Manhattan
- 2 - Bronx
- 3 - Brooklyn
- 4 - Queens
- 5 - Staten Island

After the appropriate borough code is typed, input the referred house number and street name and press the "enter" key. The example below requests data on 245 Eldridge Street in Manhattan:

Boro - 1
House number - 245
Street name - Eldridge Street
Owners name -
Block -

Alternate inquiry: If the block and lot number for a property is available, you may input an RPAD transaction. The input format is: RPAD/Boro/Block/Lot. The CRT screen will display the same information that appears when the FIND transaction is used.

2) Second Inquiry - (NAM1):

Purpose: To retrieve information on the real estate taxpayer (numbers: 23,24,25 on the computer data sheet).

Input: Type in NAM1/borough code/block number/lot number and press the "enter" key. The following input is required to retrieve data on 245 Eldridge Street in Manhattan (the previous example): NAM1/1/422/57

3) Third Inquiry - (NAM3):

Purpose: To retrieve information on the meter taxpayer (numbers: 26,27,28 on the computer data form).

Input: Type in NAM3/borough code/block number/lot number and press the "enter" key. The following input is required to retrieve data on our previous example: NAM3/1/422/57

4) Fourth Inquiry - (HIST):

Purpose: To retrieve information on In Rem proceedings and tax assessments (numbers: 29,30,31,32,33,34,35,37 on computer data form).

Input: Type in HIST/borough code/block number/lot number and press the "enter" key. The following input is required for the previous example: HIST/1/422/57

5) Fifth Inquiry - (BIL2):

Purpose: To retrieve information on tax arrears (numbers: 39,40,41,42,43 on computer data form)

Input: Type in BIL2/borough code/block number/lot number/leave a blank space/N/I and press the "enter" key. The following input is required for the previous example: BIL2/1/422/57/ /N/I

6) Sixth Inquiry - (RPEX):

Purpose: To obtain information on tax exemptions if any exist. If this information is required put it in the remarks section of the computer data sheet.

Input: Type in RPEX/borough code/block number/lot number and press the "enter" key. The following input is required for the previous example: RPEX/1/422/57

7) Seventh Inquiry - (Owner's Name-FIND)

Purpose: The Finance computer system listings of properties can also be accessed by the owner's name. It is important to obtain the other properties owned by parties found to have interests in the property in question. (page 2 of computer data sheet).

Input:

- a) Type in FIND, press enter (basic "FIND" screen will appear)
- b) Type in owner's name, press enter.
- c) Print output (press "Ident") and attach to computer data sheet.
- d) Press "enter" and basic FIND screen will appear. Type in next

name.

Example:

Boro -

House number -

Street Name -

Owner's Name - John Smith

Block

A sample of the screen displayed after each computer input into the Finance System is included at the end of the Computer Research section. (See Attachment 3)

Department of Housing Preservation and Development Computer System

The HPD computer system contains data on all residential dwellings in New York City with three or more units. Entry into this system is by street address. All of the system's data can be obtained with one entry. Once the initial screen is obtained, subsequent pages are obtained by pressing the "enter" key. The

"That's All Folks" message indicates that all the information has been displayed. It is not possible to return to a preceding page without re-entering the system.

1) First Inquiry - (HDVI)

Purpose:

The system's basic building file contains information important to arson-for-profit investigation including the following data elements (which correspond to item numbers on the computer data sheet):

4. address
9. number of apartments ("A" units)
10. number of SRO units ("B" units)
11. date of last inspection
12. building status
13. unsafe building determination
14. number of pending violations
15. item number of last violation
16. number of violations by hazard class:
 - immediately hazardous (C)
 - hazardous (B)
 - non-hazardous (A)
17. number of outstanding complaints
20. owner or agent
21. name
22. address, borough
44. unpaid emergency repair balance

Input: Type in HDVI borough code/house number/street name and press the

"enter" key. The HPD system uses the same borough codes as the Finance System (i.e. 1 = Manhattan, 2 = Bronx, 3 = Brooklyn, 4 = Queens, 5 = Staten Island).

2) Second Inquiry - (Violations)

Purpose: To obtain a copy of the last ten violations.

Input:

a) If there are 10 or less violations pending against a building, press the "enter" key to obtain the first page of violations. Press the "IDENT" key to copy the page. When the printer stops simply press the "enter" key again and print the next screen displayed. Repeat this procedure until all violations have been copied.

b) If there are more than ten violations pending do the following:

Press the "enter" key as explained above after completing the initial screen research. The first page of the violations report will be displayed. However, this time do not print this page. Suppose the initial display screen indicated that the item number of the last violation was 644 and that there were 48 violations pending. Since you only want to copy the last ten violations, subtract 10 from 644 and obtain 634. Notice that there is a string of letters and numbers which appear on the top left of the terminal screen. In our example this string reads as follows:

hdvz2-08820-0001705-0591_(cursor)

The last four digits refer to the violations report. Since the number displayed is 0591 and you need 0634, move the cursor (-) back to the zero. The string of numbers now looks like this: hdvz2-08820-0001705-0591 (cursor)

Now change 0591 to 0634 by typing in 0634. The string of numbers now looks like this: hdvz2-08820-0001705-0634_(cursor).

Finally, press the "enter" key and the computer will display the violations report

beginning with 634, the number you have just requested. You are now ready to print the last ten violations pending against this building. Press the IDENT key to print this page.

Note: If by chance there is no violation numbered 634, the terminal will give you the second page of the violations report. In order to get to the more recent violations you will have to try another number, 633 for example.

3) Third Inquiry - (Complaints):

Purpose: To obtain a copy of pending complaints.

Input:

After completing the violations, simply press the "enter" key to obtain the first page of the complaint report. The procedure for printing is the same: press the "enter" key, wait for the screen to display the information and then press the IDENT key. The number of complaints remaining to be displayed is indicated in the "Rem Compl" field.

4) Fourth Inquiry - (Emergency Repair Charges)

Purpose: To obtain a copy of the emergency repair charges

Input: Following the last page of the complaint report press the "enter" key. The first page of the Emergency Repair Report will appear. Do not print the first page of this report; instead press the "enter" key. Print the second page of this report by pressing the IDENT key.

A sample of the screen displayed after each computer input into the HPD system is included at the end of the computer research section. (See Attachment 4)

Address Research

To begin computer research on an address, access the Finance Computer system

through use of the FIND transaction. (Refer to Attachment 5, Address Research Flowchart- Stage 1, at end of computer research section). When a match is not made with any address listed in the Finance system, and the property is believed to be a multiple dwelling, then proceed to the HPD computer system (refer to Flowchart - Stage 2).

Enter the referred property address into the HPD computer terminal by typing the following transaction: HDVI Borough code/House number/street name.

If the address matches one listed in the HPD system, the initial screen will provide block and lot information. It is now possible to resume case research on the Finance Department computer terminal by entering the following transaction: RPAD/Borough/block/lot.

In some instances, neither system will list the property's administrative records under the referred property address. This problem may occur when the property is located on a street corner or when a property occupies an entire block. In both of these circumstances it is possible that the property has an address on two streets. When confronted with this research problem the following procedures will be of assistance in identifying alternate property addresses and their corresponding block and lot numbers, the minimum data needed for computer research.

Stage 3 - FIND Inquiries

Return to the Finance system computer terminal and type in the FIND transaction. When a property address is entered into the system and a match is not made with any property address contained in the system, a listing of all properties numbered higher than the address entered will be displayed. (Refer to Attachment 6 at the end of the Address Research section.) This listing includes block and lot numbers as well as street addresses. If the address being

researched does not match, enter any address number lower than the one sought. For example if the property address being researched is 31 Jane Street, enter 21 Jane Street. If 21 Jane Street does not match a property address in the system, a listing of all numbers above 21 will be displayed. If the lower property address matches one contained in the system, enter an alternate property address. Copy the listing of properties numbered higher and lower than the one being researched. Carefully study the properties listed on the printout in order to determine if it is possible to identify the referred property address in a range of similarly numbered odd or even street numbers. For example, when researching 31 Jane Street, examine the odd numbered buildings on the computer printout. There may be a property with a range of odd street numbers that includes the referred address number. In this case note the block/lot numbers and continue research.

If the referred property address is not found in a range of addresses, estimate the block number on which it may be located. This is achieved by examining the block numbers of similarly numbered odd or even street addresses. For example, when researching 31 Jane Street if 21, 23 and 43 Jane Street are all located on Block 616, it is reasonable to assume that the property address being researched will be located on this block. The borough and estimated block number should then be entered into the FIND transaction. The list of all properties contained on the block will be displayed and should be copied. (See Attachment 7 at the end of computer research section.) These printouts are needed for the fifth stage of the process, the examination of land use maps.

Stage 4 - Standard Directories

An alternate method for obtaining block and lot numbers for properties being researched is to consult real estate directories. If the desired address is listed in standard real estate directories, it is not necessary to examine land

use maps. Directories are available for the boroughs of Brooklyn, Manhattan and the Bronx. Copies of these directories can be found in the county registries. A more complete description of this source of property address information is included in the section of the manual entitled "Registry" research.

Stage 5 - Maps

The final stage of the address research process involves examining land use maps. There are two types of maps that may be consulted: maps located in the county registries and Sanborn maps.

The Registry maps contain street addresses and block/lot numbers for all properties in the borough in which the Registry is located. When conducting title and mortgage history research at the County Registry, an examination of these maps may indicate the block and lot of the address being researched. A more complete description of this process is included in the section of the manual entitled "Registry" research.

The Sanborn Map Company maintains updated land use maps of the entire City. These maps are located at the Department of City Planning, 2 Lafayette Street - 16th Floor. Sanborn maps are maintained in large book binders which are indexed by borough and street name. These maps include information on street addresses, block numbers and structural characteristics; however, lot numbers are not listed. It is therefore necessary to compare the maps to the printouts obtained from the Finance computer system.

An examination of the blocks in question will reveal the manner in which street numbers change, the street numbers which are located on corners and the names of adjacent streets. A comparison of this information to the Finance computer printouts, which include the block/lot numbers and street addresses of all properties contained in the system, often reveals the block/lot under which

ATTACHMENT 2 - page 1
COMPUTER RESEARCH FORM

page 1

Information Center
Case Number: _____
Agency Reference Number: _____

Arson-for-Profit Information Center
Computer Data

Address referred: _____ Boro _____

Systems accessed: _____ FINANCE _____ HPD
(CAPITAL LETTERS) (small letters)

A.) Building Information

- 1) BLOCK: _____ 2) LOT _____
- 3) ADDRESS (FINANCE): _____ BORO _____
- 4) address (HPD) _____ boro _____
- 5) CORNER: _____ 6) BUILDING TYPE: _____
- 7) NUMBER OF BUILDINGS ON LOT: _____ 8) STORIES: _____
- 9) number of apts: _____ 10) number of SRO units: _____
- 11) date of last inspection: _____ 12) building status: _____
- 13) unsafe building: _____ yes: or no _____
- 14) number of pending violations _____ 15) item number of last violation _____
- 16) number of violations by hazard class:
 - immediately hazardous (C) : _____
 - hazardous (B) : _____
 - non-hazardous (A) : _____
 - other : _____
- 17) number of outstanding complaints _____

Remarks _____

Note: Printouts of all complaints and the last 10 violations are attached.

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the property is listed. For example, an examination of the maps may indicate that 136 West 88th Street, the referred address, is located on the corner of West 88th Street and Columbus Avenue. If the Finance computer printout does not list the address on West 88 Street but does list the address on the adjacent corner, Columbus Avenue, then the block and lot number can be obtained and computer research continued.

Problems confronted when conducting address research often vary from case to case. In some instances, after careful examination of the land-use maps, it may become apparent that the referred property is located on a block that had not been previously identified and copied. It may then be necessary to return to the Finance terminal to obtain copies of additional block listings.

In other circumstances a referred street address may be higher or lower than the range of numbers found on the street. These problems require experimentation in order to develop variations of the recommended research process as required by the nature of the case. If it is not possible to identify the block and lot numbers for the property being researched, contact the referring agency and request additional information.

Information Center
Case Number: _____

BORO _____ BLOCK _____ LOT _____

B.) PARTIES WITH INTERESTS IN PROPERTY

18) OWNER: _____

19) DATE OF DEED: _____

20) ___ owner or ___ agent

21) name: _____

22) address: _____ boro _____

23) REAL ESTATE TAX PAYER: _____

24) ADDRESS: _____ BORO _____

25) DATE ENTERED _____

26) METER TAX PAYER: _____

(IF MORE THAN 1 METER TAX PAYER, OTHERS ARE LISTED
IN THE REMARKS SECTION)

27) ADDRESS: _____ BORO _____

28) DATE: _____

29) IN REM ACTION: ___yes or no___

30) NUMBER: _____ 31) DATE: _____

32. IN REM AGREEMENT: ___yes or no___

33. NUMBER: _____

34) TITLE VESTED: ___yes or no___

35) DATE: _____

REMARKS _____

Note: Print-outs of other properties owned by each party of interest are attached.

Information Center
Case Number: _____

BORO _____ BLOCK _____ LOT _____

C.) FINANCIAL INFORMATION:

36) CURRENT ASSESSED VALUE:

\$ _____ LAND \$ _____ TOTAL

37) FORMER ASSESSED VALUES

ASSESSED VALUE \$ _____ YEAR _____

38) CURRENT TAX EXEMPTIONS: \$ _____ TOTAL

39) TOTAL TAX ARREARS: \$ _____ 40) TOTAL TAX CREDITS: \$ _____ 41) OUTSTANDING BALANCE: \$ _____

42) FIRST QUARTER OF TAX ARREARS: _____

43) TOTAL QUARTERS IN ARREARS: _____

44) unpaid emergency repair balance: _____

REMARKS _____

Note: Print-outs of emergency repair charges and credits are attached.

FIRST INQUIRY: FIND and RPAD

Form numbers: 1
2
3
5
6
7
8
18
19
36
38

FIND RPAD

SECTION	1	VOLUME	1	IN STATEN IS	BLOCK	22	LOT	70	BASE	SEC	7
AV LAND		AV TOTAL		EX LAND		EX TOTAL					
80/81	170,000	400,000		0		0					
PROPERTY LOCATION		ZIP CODE	APT	CORNER	SEQ	NO	VALLE-REF	PROTEST			
90 ST MARKS PLACE		10301				0040					
OWNER		PD	LOT FRONT	LOT DEPTH	IRREG	NO OF BLDGS					
CURTIS HILL HOLDING C 01	306FT	IN	471FT	IN		004					
REMARK	BLD-FRONT	BLD-DEPTH	EXT	NO OF STORIES							
	106FT	IN	214FT	IN		004					
DATE OF DEED		LAST DESCRIPTIVE CHANGE									
10/29/79		03/19/80									
BLCL	C1	WALK UP APARTMENTS--	SEMI-PP	OVER	6	FAM BUILT	AF	1920			

SECOND INQUIRY: NAM 1

Form numbers: 23
24
25

CURTIS HILL HOLDING CO#C 5 22 70 7 DATE ENTERED 08/20/79

EX #145 ST GEORGE STA

STATEN IS NY 10301

THIRD INQUIRY: NAM 3

Form numbers: 26
27
28

NAM3/5/22/70 RECORD NOT FOUND 5 22 70

FOURTH INQUIRY: HIST

Form numbers: 29
30
31
32
33
34
35
37

BLOCK 22 LOT 70 7 IN STATEN ISLAND

10 01/01/02 01/02 LISTED IN REM ACTION NO. 35 031577

10 07/01/33 33/34 IN REM AGREEMENT 15C

*10 C 07/01/75 75/76 C1= 21490.87 C2= 21490.87 AV= 1050000

20 02/17/78 06/393 P1= 4312.04

***** B1= 17178.83 B2= 21490.87 *****

*10 C 01/01/76 75/76 C1= 21490.87 C2= 21490.87 AV= 1050000

20

***** B1= 21490.87 B2= 21490.87 *****

*10 C 07/01/76 76/77 C1= 18689.37 C2= 18689.37 AV= 850000

20

***** B1= 18689.37 B2= 18689.37 *****

*10 C 01/01/77 76/77 C1= 18689.37 C2= 18689.37 AV= 850000

20

***** B1= 18689.37 B2= 18689.37 *****

*10 C 07/01/77 77/78 C1= 18593.75 C2= 18593.75 AV= 850000

20

***** B1= 18593.75 B2= 18593.75 *****

*10 C 01/01/78 77/78 C1= 18593.75 C2= 18593.75 AV= 850000

20

***** B1= 18593.75 B2= 18593.75 *****

*10 C 07/01/78 78/79 C1= 10937.50 C2= 10937.50 AV= 500000

20

***** B1= 10937.50 B2= 10937.50 *****

HIST

BLOCK 22 LOT 70 7 IN STATEN ISLAND

*10 C 01/01/79 78/79 C1= 10937.50 C2= 10937.50 AV= 500000

20

***** B1= 10937.50 B2= 10937.50 *****

*10 C 07/01/79 79/80 C1= 10937.50 C2= 10937.50 AV= 500000

20

***** B1= 10937.50 B2= 10937.50 *****

*10 C 01/01/80 79/80 C1= 10937.50 C2= 10937.50 AV= 500000

20

***** B1= 10937.50 B2= 10937.50 *****

*10 C 07/01/80 80/81 C1= 8750.00 C2= 8750.00 AV= 400000

20

***** B1= 8750.00 B2= 8750.00 *****

*10 C 01/01/81 80/81 C1= 8750.00 C2= 8750.00 AV= 400000

FIFTH INQUIRY: BIL 2

Form numbers: 39
40
41
42
43

B BLOCK LOT E S PREPARED 07/14/80 CURTIS HILL HOLDING CO+C
S 22 70 7 CUTOFF DATE 07/14/80 EX #145 ST GEORGE STA
INTEREST TO 07/14/80 STATEN IS NY 10301

TC	EC	M/A#	S	DOE	INS	CHARGE 1	CHARGE 2	INTEREST 1	INTEREST 2
10	C			07/01/75		17178.93B	21490.87	12566.13	15289.35
10	C			01/01/76		21490.87	21490.87	14639.34	13999.14
10	C			07/01/76		19689.37	18689.37	11425.84	11052.01
10	C			01/01/77		18689.37	18689.37	10486.71	9795.46
10	C			07/01/77		18593.75	18593.75	8513.11	8346.99
10	C			01/01/78		18593.75	18593.75	7644.00	6956.28
10	C			07/01/78		10937.50	10937.50	5222.90	3239.37
10	C			01/01/79		10937.50	10937.50	2855.84	2451.31
10	C			07/01/79		10937.50	10937.50	2041.38	1545.14
10	C			01/01/80		10937.50	10937.50	1048.92	559.43
10	C			07/01/80		8750.00		0.00	
20				06/30/75		11082.75	2770.69	7390.03	1847.51
20				06/30/76		11082.75B	2770.69B	6613.17	1653.29
20				06/30/77		11082.75B	2770.69B	5398.78	1349.69
20				06/30/78		11082.75	2770.69	3736.36	934.09
20				06/30/79		11250.75	2812.69	2105.39	526.35
20				06/30/80		12938.36	4312.79	0.00	0.00
21	27301			01/28/79		148.00	42.00	42.00	10.50
76	25034			02/28/79		207.13			19.92

BIL2

PAGE 100

TC	EC	M/A#	S	DOE	INS	CHARGE 1	CHARGE 2	INTEREST 1	INTEREST 2
76		25036		05/28/79		62.52			4.95
76		25040		11/28/79		92.31			4.04
76		25041		12/28/79		636.78			24.24
76		25043		02/28/80		167.18			4.33
76		25044		04/28/80		1992.90			29.35

CHARGE 417131.09 INTEREST 180161.65 SEE REG.
CREDIT 0.00 TOTAL 597292.74 PAYMENTS 06/30/80 END OF BIL2

40

39

41

SIXTH INQUIRY: RPEX

RPEX/1/ SECTION 5 VOLUME 16 IN MANHATTAN BLOCK 1579 LOT 35 EASE SCC 8		EX LAND	EX TOTAL	NAME AND EXEMPTION
80/81	TOTAL	8	6,500	
1928	80/81	8	6,500	PEARL-DEB PARTNERS ALTERATION

END OF DISPLAY - HIT FF7 KEY FOR NEXT LOT

SEVENTH INQUIRY: OWNER'S NAME - FIND

FIND

B	BLOCK	LOT	E	BC	LOCATION OF PROPERTY	CR	ZIP	PD	NAME OF OWNER
5	22	70	C1		90 ST MARKS PLACE		10301	01	CURTIS HILL HOLDING C

END OF DISPLAY PAGE 1

FIND

B	BLOCK	LOT	E	BC	LOCATION OF PROPERTY	CR	ZIP	PD	NAME OF OWNER
3	7441	245	D1		2951 OCEAN AVENUE		11235	15	PRICEMAN BLDG CO
3	8758	97	B1		1720 SHORE BOULEVARD	SW	11235	15	J PRICEMAN
3	5064	87	D1		65 LENOX ROAD		11226	17	JERRY PRICEMAN
3	7422	949	B1		2469 EAST 28 STREET		11235	15	M PRICEMAN & UX
3	8724	184	B1		282 WEST END AVENUE		11235	15	M PRICEMAN
3	1330	14	D1		350 LEFFERTS AVENUE		11225	09	S PRICEMAN
3	5086	1	K9		859 FLATBUSH AVENUE	NE	11226	17	S PRICEMAN
3	8737	92	A9		4180 OCEAN AVENUE		11235	15	S PRICEMAN
3	5959	62	D1		243-49 78 STREET		11209	10	SAML PRICEMAN

END OF DISPLAY PAGE

FIND

B	BLOCK	LOT	E	BC	LOCATION OF PROPERTY	CR	ZIP	PD	NAME OF OWNER
5	5456	156	A9		347 BROOKFIELD AVENUE		10308	03	M. YANOFISKY
3	6718	20	A1		1054 EAST 17 STREET		11230	14	MARVIN J YANOFISKY
4	11420	33	B1		149-37 88 STREET		11414	10	N YANOFISKY
5	576	46	V1		18 AVON PLACE		10304	01	PAUL S YANOFISKY
5	5652	94	A9		5 WATKINS AVENUE		10312	03	PAUL S YANOFISKY

END OF DISPLAY PAGE

FIND

B	BLOCK	LOT	E	BC	LOCATION OF PROPERTY	CR	ZIP	PD	NAME OF OWNER
4	10624	22	A1		9236 212 PLACE		11428	13	A & N LEGAGNEUR
4	11228	121	A2		22907 113 AVENUE		11429	13	ELLZA LEGAGNEUR
4	12921	4	A2		12043 244 STREET		11422	13	GEORGE LE GAGNEUR
3	2045	64	B2		84 CLERMONT AVENUE		11205	02	JEAN LEGAGNEUR
4	10493	81	B3		8846 199 STREET		11423	12	JEAN LE GAGNEUR
4	11329	18	A1		11635 228 STREET		11411	13	L LEGAGNEUR
3	7581	75	B2		1758 BROOKLYN AVENUE		11210	13	YONEL LEGAGNEUR

END OF DISPLAY PAGE

FIRST INQUIRY: HDVI

Form numbers:

4
9
10
11
12
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15
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17
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21
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44

HDVZ5-49100-0000090
MAN AGENT TUFARO, NANO N.
S. I., NY. 10312
BORO 5
STRT 49100 RNCE 0
PHN 90
SC 4
ERF BALANCE \$17,505.51
UNSAFE BLDG NO
VIOLS BY HAZARD CLS: (C) VIOLS 122 (B) VIOLS 133 (A) VIOLS 175 OTHERS 1
NOTE TOT ARREARS = (REAL EST ARREARS) + (WATER AND SEWER CHARGE ARREARS)
DEPRESS ENTER KEY FOR 1ST VIOL OR ENTER -XXXX FOR VIOL REQUIRED

4
90 ST. MARKS PLACE S. I., N Y
22 4241 Hylan Blvd.
11
CLSS NL INSP JUNE 06, 1980 CPD 01 CN TRCT 000700
STAT PEND VIOLS LAST ITEM 883
A UN 81 VIOL 431
B UN 0 COMP 0
IN-REM NO
W/S CHARGE \$14,063.44
ASSESSED UL \$500,000
TOT ARREARS \$387,971.12
DEC STATUS NONE
R. E. QRTS ARREARS 20

SECOND INQUIRY: VIOLATIONS

HDVZ5-49100-0000090 -0192 NEXT VIOLATION ITEM NUMBER

OFFICE OF CODE ENFORCEMENT VIOLATIONS REPORT

BORO 5 ST-CODE 49100 PHN 90

ITEM-NO R DESCRIPTION-- NOTE-THIS BUILDING REFERRED TO
 ORDER-NO 851 REPORTED 06-29-76 RENT CONTROL VIA MACHINE LISTING DATED 6/28/
 HAZ-CODE ISSUED -T -EF 76 - INCLUDING ALL EXISTING ITEMS.
 C-STAT CERT DUE - -
 DELAYS CERT RCVD - -
 INSP 02-04-80 REINSPECT

ITEM-NO 873 DESCRIPTION-- D26-10. 01 ADM CODE PROPERLY R
 ORDER-NO 502 REPORTED 04-01-80 EPAIR WITH SIMILAR MATERIAL THE BROKEN OR DEF
 HAZ-CODE C ISSUED 05-05-80 ECTIVELOOSE & UNKEYED PLASTER AT CLG OF BULKH
 C-STAT 0 CERT DUE 05-27-80 EAD 3 UNIT.
 DELAYS 0 CERT RCVD
 INSP 04-01-80 REINSPECT

HDVZ5-49100-0000090 -0877 NEXT VIOLATION ITEM NUMBER

OFFICE OF CODE ENFORCEMENT VIOLATIONS REPORT

BORO 5 ST-CODE 49100 PHN 90

ITEM-NO 874 DESCRIPTION-- D26-13. 03 ADM CODE ABATE THE
 ORDER-NO 566 REPORTED 05-02-80 NUISANCE CONSISTING OF VERMINROACHES 3 STY AP
 HAZ-CODE B ISSUED 05-27-80 T B9 KITCHEN.
 C-STAT P CERT DUE 07-21-80
 DELAYS 0 CERT RCVD
 INSP 05-02-80 REINSPECT

ITEM-NO 855 DESCRIPTION-- D26-10. 01 ADM CODE PROPERLY R
 ORDER-NO 501 REPORTED 03-05-80 EPAIR THE BROKEN OR DEFECTIVEELECTRIC CONTROL
 HAZ-CODE C ISSUED 03-24-80 S TO FIRE BOILER CELLAR.
 C-STAT 0 CERT DUE 04-15-80
 DELAYS 0 CERT RCVD
 INSP 03-05-80 REINSPECT

THIRD INQUIRY: COMPLAINTS

HDCM1-11710-0000710 -000100046155299 PRESS ENTER KEY FOR NEXT COMPLAINT

OFFICE OF CODE ENFORCEMENT COMPLAINT REPORT

710 AMSTERDAM AVENUE MANHATTAN REM COMPL = 3

LANDLORD VIOLS L ITEM LAST INSP

YANOWITZ, SEYMOUR	50 622 03-06-80
COMPL NO 163783	COMPL NO 165749
APT 3C	APT 2D
EMERG INSP NO	EMERG INSP NO
TYPE GENERATED	TYPE GENERATED
COMPLAINANT MRS T PORTARIAL	COMPLAINANT MR M CELANTANO
ADDRESS 710 AMSTERDAM AVE	ADDRESS 710 AMSTERDAM AVE
ZIP CODE NEW YORK, NY 100	ZIP CODE NEW YORK, NY 100
DATE RECD 09-14-79	DATE RECD 10-06-78
DATE PROC 11-13-79	DATE PROC 10-23-78
LAST ACTION 11-13-79	LAST ACTION 03- -79
ACTION INSP SCHED	ACTION INSP SCHED
RES OF INSP AWAIT INSP REP	RES OF INSP NO ACCESS
COMPLAINT 6632056 NO HOT WATER IN BLDG.	COMPLAINT 6634163 DEF LIGHT FIXTUR E CLG KIT LEAKY CLG & WALLS BTHRM APT NEEDS PAINT NO BARS WINDOWS P/HS.

FOURTH INQUIRY: EMERGENCY REPAIR CHARGES

HDR5-49100-0000090 -D-0000604924408144 HIT ENTER FOR NEXT CHARGE RECORD
 DEPT OF RENT AND HOUSING MAINTENANCE -- ERP REPORT -- CHARGES 07/14/80

90 ST MARKS PLACE S. I.

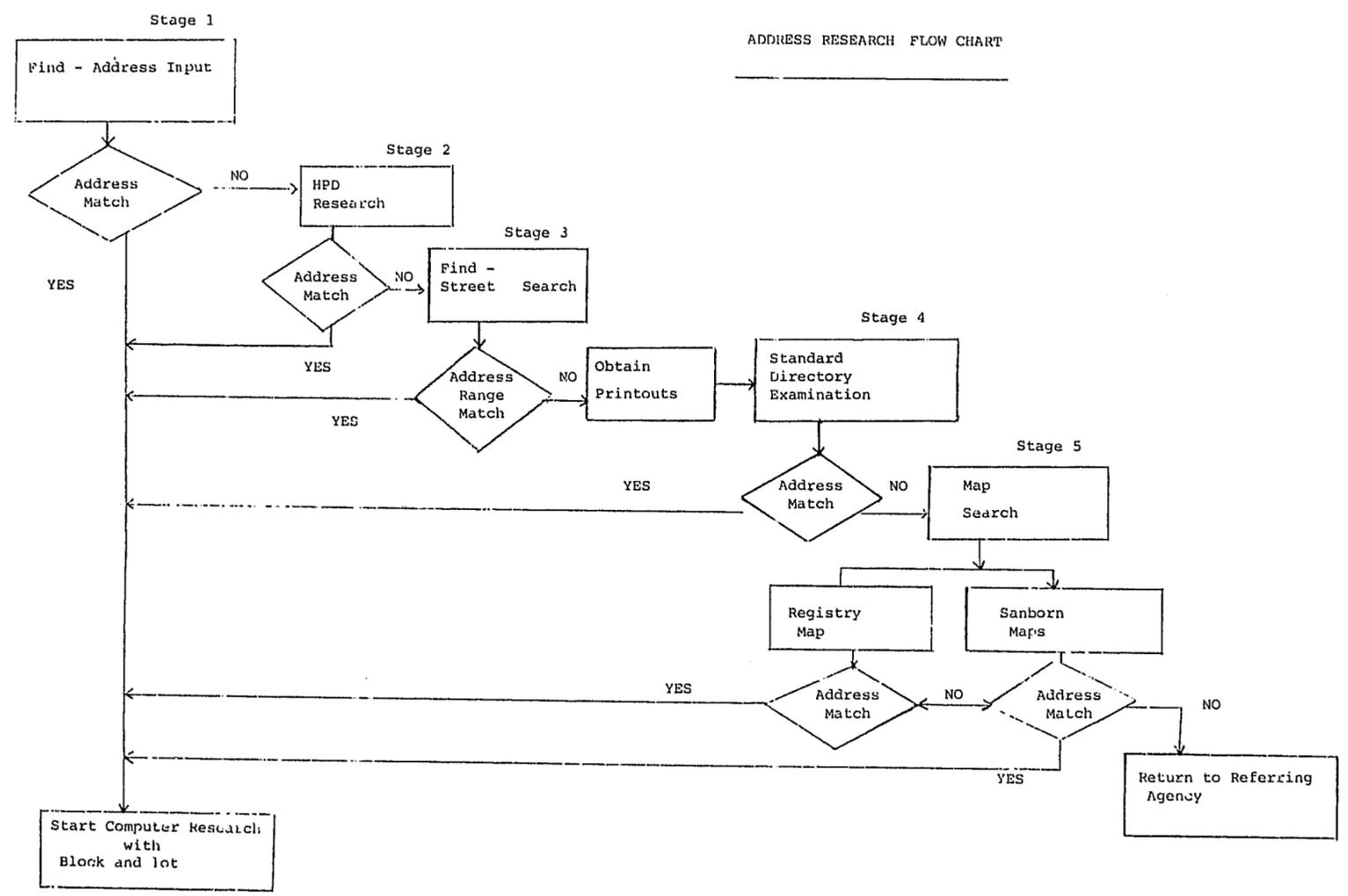
TRANS DATE	TYPE OF REPAIR	APT NUM	T M R C	VEN DOR	PO	DISBURSMNT	SALES TAX	ADMIN FEE	TOTAL CHARGES
05-25-79	SERV CLL	W	99999	715801		18.00	1.44	15.00	34.44
05-25-79	SERV CLL	W	99999	715802		18.00	1.44	15.00	34.44
05-25-79	SERV CLL	W	99999	715804		18.00	1.44	15.00	34.44
05-25-79	SERV CLL	W	99999	715805		18.00	1.44	15.00	34.44
05-25-79	SERV CLL	W	99999	715806		18.00	1.44	15.00	34.44
05-25-79	SERV CLL	W	99999	715811		18.00	1.44	15.00	34.44
05-25-79	SERV CLL	W	99999	715812		18.00	1.44	15.00	34.44
05-25-79	SERV CLL	W	99999	715852		18.00	1.44	15.00	34.44
05-25-79	SERV CLL	C D	00099	718830		22.50	1.80	15.00	39.30
08-10-79	SERV CLL	C D	00955	715099		30.00	2.40	15.00	47.40
01-25-80	SERV CLL	C D	00939	003399		30.00	2.40	15.00	47.40
02-15-80	SERV CLL	C D	00589	002808		25.00	2.00	15.00	42.00
02-15-80	FUEL	C D	00830	004750		2,273.64	181.89	75.00	2,530.53
02-15-80	FUEL	C D	00830	733966		2,273.64	181.89	75.00	2,530.53
04-11-80	SERV CLL	C D	00439	736041		25.00	2.00	15.00	42.00

HDR5-49100-0000090 -R HIT ENTER KEY FOR CREDIT INFO
 DEPT OF RENT AND HOUSING MAINTENANCE -- ERP REPORT -- CHARGES 07/14/80

90 ST MARKS PLACE S. I.

TRANS DATE	TYPE OF REPAIR	APT NUM	T M R C	VEN DOR	PO	DISBURSMNT	SALES TAX	ADMIN FEE	TOTAL CHARGES
04-18-80	PLUMBING	C D	00365	002847		90.00	7.20	15.00	112.20
04-18-80	FUEL	C D	00045	737717		2,229.52	178.36	75.00	2,482.88
04-23-80	FUEL	C D	00045	735764		2,229.52	178.36	75.00	2,482.88
04-23-80	FUEL	C D	00045	739061		2,318.52	185.48	75.00	2,579.00
04-23-80	FUEL	C D	00045	739066		2,053.31	164.26	75.00	2,292.57
04-23-80	FUEL	C D	00045	739286		1,793.61	142.69	75.00	2,011.30

END OF CHARGES FOR THIS BLDG



Attachment 6
Find Computer Display - Street Numbers

 BORO CODE 1

 HOUSE NUMBER 112

 STREET NAME W 88 ST

 OWNERS NAME

 BLOCK

FIND

B	BLOCK	LOT	E	BC	LOCATION OF PROPERTY	CR	ZIP	PD	NAME OF OWNER
1	1219	124	B3		113 WEST 88 STREET		10024	07	V. MONROE
1	1218	38	C5		114 WEST 88 STREET		10023	07	CELIA DASPIN
1	1219	24	B3		115 WEST 88 STREET		10024	07	ENNIUS E BERGSMAN
1	1219	23	C5		117 WEST 88 STREET		10024	07	GLORIA CALEGARI
1	1218	39	C5		118 WEST 88 STREET		10023	07	SARAH KOSTER
1	1219	22	C5		119 WEST 88 STREET		10024	07	TAKRA REALTY CORP.
1	1219	121	C5		121 WEST 88 STREET		10024	07	A & M LOGAN
1	1218	40	B3		122 WEST 88 STREET		10023	07	NORMA E MURPHY
1	1219	21	C5		123 WEST 88 STREET		10024	07	DR HECTOR PANEQUE
1	1219	20	C5		125 WEST 88 STREET		10024	07	HAROLD L STULTS JR
1	1219	19	B3		127 WEST 88 STREET		10024	07	D & E MANCOCK
1	1219	118	C5		129 WEST 88 STREET		10024	07	V DOWNING
1	1219	18	C5		131 WEST 88 STREET		10024	07	ROBERT S. LUPTI
1	1218	142	C5		132 WEST 88 STREET		10023	07	ANDREW PETIT
1	1218	44	C5		136 WEST 88 STREET		10023	07	COLBETMAN CORP.

Attachment 7
Find Computer Display-Block

 BORO CODE 1

 HOUSE NUMBER

 STREET NAME

 OWNERS NAME

 BLOCK 1218

FIND

B	BLOCK	LOT	E	BC	LOCATION OF PROPERTY	CR	ZIP	PD	NAME OF OWNER
1	1218	1	D3		567-69 AMSTERDAM AVENUE		10024	07	GLENN GARDEN HSGNG CO
1	1218	10	C5		169 AMSTERDAM AVENUE		10023	07	GLENN GARDEN HOUSING
1	1218	11	C5		165 WEST 87 STREET		10024	07	J S & T SCANLAN
1	1218	12	C5		163 WEST 87 STREET		10024	07	G SHARON
1	1218	13	A9		159 WEST 87 STREET		10024	07	R & B LEE
1	1218	14	B3		157 WEST 87 STREET		10024	07	JAY MOSES*LAURA MOSES
1	1218	15	C5		151-53 WEST 87 STREET		10024	07	JAM K CORP
1	1218	17	B3		147 WEST 87 STREET		10024	07	SUSAN LEVIN
1	1218	18	B3		145 WEST 87 STREET		10024	07	ANNALISA SEWELL
1	1218	19	C5		141 WEST 87 STREET		10024	07	GLENN P DICKES
1	1218	20	B3		139 WEST 87 STREET		10024	07	JUDITH BABER
1	1218	21	B3		135 WEST 87 STREET		10024	07	BARBARA-JO KAWASH
1	1218	22	C5		131 WEST 87 STREET		10024	07	EDITH B GERMAIN

Section B

3. Register's Office

After initial computer research is completed, further research is conducted at the County Registers. Each borough of New York City is a separate county and thus maintains a separate Register. Staten Island, an exception to this rule, stores this kind of information in the County Clerk's Office. The information contained at these recording offices includes:

- All recorded transactions on the property
(i.e., mortgages, deeds, rent assignments, leases, foreclosures, auction sales)
- Federal tax liens
- Emergency Repair Liens (as recorded at the Buildings Department)
- Uniform Commercial Codes (personal property liens)

Registration of property transactions is not legally required. However, it is usually done, since it protects the interested parties when conflicts arise.

The process of obtaining information from the Register's Office is detailed below.

A. Property Research Procedure

Step I: Identify the Block and Lot Number

All properties in Manhattan, Brooklyn, Bronx, and Queens are registered by tax block and lot numbers. These numbers are assigned by the Department of Finance which records tax information on properties by block and lot rather than by building address.

Once a property has been given a block and lot number (whether tax or land), it does not change even if the property is sold, taken over by the city, auctioned, or foreclosed by a bank. There are two exceptions to this rule: when

several lots are purchased together, the lot numbers may be consolidated or if a portion of a lot is sold, the new portion is given a new lot number.

While the Arson-for-Profit Information Center usually obtains block and lot numbers through the Finance computer system there are several ways to obtain the block and lot numbers through the Register.

a) Registers in Manhattan and Brooklyn, have a special service staffed by people who are experts in the use of a real estate directory which gives the block and lot for almost every building address in that boro. In Brooklyn this directory is called the Real Estate Registry and in Manhattan the Blue Book. Usually, the correct block and lot can be located even if the "official" address differs from the one by which the building is known. When there is a problem with the address make sure that if the street number is even (or odd), the official address is even (or odd) too.

b) At all five offices there is a map section in which blocks and lots are displayed on map plates. The first step in using these maps is to find the street name and number on the plate directory. The directory lists the old names of streets as well as the new ones. Next to the street name and number will be a plate number. After finding the correct plate, locate the street name and number of the property being researched. Inside its boundaries is the property's lot number. The map will clearly show how the lots are organized to make up a tax block. The large boldly printed number written in the center is the tax block number.

Step II. Get an overview of number and types of property transactions

The Registers in Manhattan, Bronx, Brooklyn and Queens have reproduced onto microfiche all real estate documents recorded after 1968. Before going to the microfiche room, it is helpful to briefly research ownership and mortgage transactions in order to get an overview of the property's history. In each

borough there is an index which summarizes the various transactions on a property.

In Manhattan, Bronx, Brooklyn and Queens, starting in 1966, all transactions are entered in the Tickler-Block Index. This index is organized according to year, and within that year by block (listed at top of page) and lot. The tickler file is the record where an entry is made immediately after the transaction is recorded. Be sure to note what letter is written in the far right column. It may be one of the following:

- D (Deed)
- M (Mortgage)
- A (Assignment)
- L (Lease)

In Manhattan:

Before 1968 all transactions are noted in the Abstract Index. This is organized by block and lot and gives a brief description of mortgage and title transactions as well as encumbrances on a property.

In the Bronx:

All information before 1966 is listed in the Block Index. This index is organized by block number (written at top of page), year within that block's listing, and lot number within the year's listing. After 1966 all information on transactions is summarized in a Tickler-Block Index. The index, which is organized by year, is broken down into 3 groups; 1965-1976, 1977-1979, 1980. Within those years, the index is organized by block number, written at top of page, and lot number.

In Brooklyn:

All information prior to 1966 is in Mortgagor/Mortgagee, Grantor/Grantee Indexes. These indexes are organized by block number (written at top of page), year (stamped in various parts of page), and lot number.

In Staten Island:

Transactions are indexed in Grantor/Grantee, Mortgagor/Mortgagee Indexes. This is organized by block number only. Although Staten Island has lot numbers, they are rarely recorded in these indexes. To find information on a particular property it is essential to have: 1) the address, and 2) the names of the interested parties. The second is the more important.

In Queens:

Information on transactions are organized in Tickler-Block Indexes. From 1915 to June 30, 1964, transactions on properties were indexed according to land block numbers. Since July 1, 1964 transactions are indexed according to tax block and lot numbers.

When doing an overview of property transactions it may be helpful to write on the research forms, which will be described later, the information indexed:

- date of transaction
- type of transaction (i.e. mortgage, title transfer, etc.)
- block/lot, liber and page
- any relevant information (usually there won't be any, although occasionally the sales price or mortgage amount will be given).

The number of years the researcher will want to go back will depend on the purpose of the research and the sort of activity that has occurred on that property.

If a transaction seems relevant it is possible to look at a copy of the pertinent document. There are two ways to do this:

- 1) Using the liber and page numbers given for that transaction in the index, go to a book called CONVEYANCES or DEEDS if it is a title transaction, MORTGAGES if it is a mortgage transaction, or MISCELLANEOUS TRANSACTIONS if it is a related document
- 2) Using the reel and page numbers given in the index, go to

the microfilm room and fill out the "Request to Examine Real Property Files" form. (See Attachment 8 at end of the Register section) This is the same form that will be used to request the microfiche jacket which will be used in Step III.

Step III: Property's History from 1968 to Present

In Staten Island the procedure remains the same as in the Registers prior to 1968. In the other four Registers recorded information is now contained on microfiche. Each Register has a microfiche section where the microfiche jackets are stored and microfiche readers are available.

Before going to the microfiche room, check the Tickler-Block Index to get an overall picture of the types of transactions that have occurred since 1968. The tickler is kept current daily, whereas there may be a few weeks delay in reproducing the documents onto microfiche.

To obtain the correct microfiche jacket, it is necessary to know the block and lot numbers of the property being researched. Once this is known, fill out the form. If there is more than one jacket of information, the jacket numbers will be typed on the top right corner. If the jacket looks filled, be sure to check this corner since sometimes the clerk neglects to give out all the jackets.

B. Filling out the Property History Form

The Arson-for-Profit Information Center developed a research form, the Property History Registers Form, for recording information obtained from the Registers. (See Attachment 9 at end of the Register section) In order to properly fill out this form the procedures listed below must be followed.

A. Verify that address, block, and lot are same on document as ones being researched.

1) To find the address: look at the bottom of the description of the property

found on the first page of the document. There is a line after the property description which gives the address of the building. Make sure that it is the same as the one being researched.

2) To verify block and lot: look on the cover page under the notary information.

On the right half of the page there will be typed:

Section

Block

Lot

County or Town

Always check that block and lot numbers given on document match those being researched.

B. Identify the type of document

1) To determine the type of document:

There are two places where the type of document is identified:

- a) the very top of the document in small print; and
- b) the cover page, underneath the notary information.

2) If it is a deed:

DEFINITION OF DEED: Ownership or "title" to a building is conveyed by means of a document called a deed.

TO IDENTIFY A DEED: Look for the words "INDEMPURE" or "DEED" at the beginning of the document.

FORMS OF DEEDS:

a) Bargain and Sale

- 1) When it reads "Bargain and Sale with Covenants Against Grantors Act", the document is saying that the grantor (seller) promises that he/she has done nothing to harm or cloud the title.

2) When it reads "Bargain and Sale Deed without Covenant",

the grantor (seller) does not make such guarantees.

b) Quitclaim Deed

The grantor (seller) makes no promises regarding the soundness of the title conveyed. The grantor is merely releasing what interest, if any, he/she has in the property.

c) Warranty with Covenant

The grantor (seller) promises to protect the grantee (new owner) against any and all claims. Examples of covenants are "good title," "freedom from encumbrances," and "quiet enjoyment".

d) Referee's Deed

When a property which was pledged as security for a mortgage debt is seized and sold to pay the defaulted debt, an impartial judge (referee) is appointed to oversee the proceedings. The foreclosure document conveying this property is called a Referee's Deed.

e) Sheriff's Deed

When a default of a judgement occurs, the Sheriff acts for the owners and executes the deed transferring the property to pay the default. A judgement is a decree of a court declaring that one individual is indebted to another and fixing the amount of indebtedness. The difference between a Sheriff's Deed and a Referee's Deed is that the latter results from nonpayment of a mortgage, the former from nonpayment of other types of debts.

3) If it is a mortgage:

DEFINITION OF MORTGAGE: The document that legally pledges property as collateral for a debt or obligation. If a mortgagor (borrower) does not repay the loan as agreed, the mortgagee (lender) has the right to seize the property and sell it to satisfy the debt. (Then it would

be a foreclosure action)

RELEVANCE TO ARSON-FOR-PROFIT: In the case of fire insurance, the mortgagee (lender) is entitled to be the first to collect the insurance up to the amount of the debt. Some mortgage related documents, such as Consolidation Agreements, also give an update on the amount currently owed on the property.

TO IDENTIFY A MORTGAGE: If the document begins with words such as "This Agreement" or "This Mortgage", the document is a form of mortgage.

FORMS OF MORTGAGE:

a) Mortgage Agreement

The mortgagor (borrower) legally agrees to give the mortgagee (lender) an interest in his/her property to be used as collateral for a loan.

b) Assignment of Mortgage

The mortgagee (lender) transfers his/her interest in a property to another, who becomes the new mortgagee. There are two variations to this type of mortgage. The first is a "Discount Mortgage", which happens when the mortgagee sells the mortgage for less than it is worth. The second occurs when a mortgagee transfers the lien to dummy corporations in order to hide the identity of the first mortgagee.

c) Subordination of Mortgage

This document permits a mortgage recorded at a later date to take priority over an existing mortgage. Usually a consideration is involved.

d) Extension Agreement

This document extends the period of time in which to repay a debt. It may imply that an owner is having financial problems and needs to stretch out payments on a loan.

e) Estoppel Certificate

A statement by the mortgagor (borrower) certifying: 1) the balance due on the mortgage, and 2) the present status (e.g. if payments are being made on time) as of the date of execution of the certificate. It usually is recorded with the deed when a new owner takes title to the property subject to an existing mortgage.

f) Satisfaction of Mortgage

When the mortgagor (borrower) makes the final payment on the mortgage debt, he/she is legally discharged of any further obligation. This is the document that records and acknowledges the final payment.

g) Consolidation Agreement

An instrument which consolidates two or more existing mortgages into one. It may be done when: 1) an assignment of mortgage is recorded, in order to simplify the payment process by bringing several mortgages under one mortgagee (lender); or 2) when another mortgage has been taken out against the property. Although the various mortgage agreements have been consolidated, each mortgagee retains his/her interest in the mortgage debt. As a result, if one of the mortgagees dies, his/her interest may be broken up in the process of dividing up the estate.

h) Second Mortgage (sometimes called Subordination Mortgage)

This is an agreement made either to raise enough money for a down payment required under the first mortgage or to obtain cash at some later date. In the case of default, the second mortgagee is paid off after the first mortgagee has collected repayment of his/her loan.

i) Purchase Money Mortgage

This is a mortgage given by any lender towards the purchase of property. There is a current trend for the seller (grantee) to accept this mortgage as a substitute for cash in order to complete the sale.

j) Wraparound Mortgage

A second mortgage in which additional funds are granted at the same time an existing mortgage is continued. The first mortgage is then paid through the second loan.

4) If it is an Assignment of Rent

This document transfers the right to receive the rent payments. Sometimes it is given as additional collateral security for the primary mortgage debt.

5) If it is a lease

This is a contract by which the lessor (landlord), for a consideration called rent, transfers the use of his/her property to a lessee (tenant) for a specified period of time.

6) If it is an auction sale

This is a public sale at which property is sold to the highest bidder.

7) If it is In Rem

This is a foreclosure proceeding in which the City initiates procedures to take over a property after it has accumulated at least four quarters in tax arrears. However, until title is vested to the City, the previous owner continues to hold the title and thereby derives the benefits, such as rent payments or insurance payments if there is a fire. Title usually is not vested to the City until 24 months after the In Rem action is initiated.

C. Find the date of the document

Usually the date is written on the first line of every document. It will read "This (Indenture, Agreement, etc.) made the (number) day of (month), nineteen hundred and (year)".

When the date is unreadable, does not appear, or needs verification, it may be possible to locate it or an approximate date elsewhere in the document. Places to look include:

1) Date in the Acknowledgement

When the interested parties sign a document, at least one of them must have the document notarized. This may occur on the same day as the document was signed.

Usually it will occur within a month of the transaction. When the document is notarized, the date is always given.

2) Date on Registration Stamps -

When the document is registered, it receives a state transfer tax stamp. A date always appears on the stamp, as well as on the cover page of the document.

It is important to include the date, preferably the date of the document but if not that then the date it was registered. In arson-for-profit cases property owners may engage in frequent property transactions before burning their buildings. After completing a property history it is possible to trace the frequency and order of these transactions only if a date appears on the form pertaining to each document.

If more than one deed is recorded on the same date, it is possible to determine the order in which they were recorded by checking the time stamp on the back cover of the document. The deeds should have been recorded one minute apart.

D. Identify the Parties-of-Interest

The names of the interested parties are located on the first and cover page of the document.

1) On the first page: the second line of the document will usually start with the word "between". This word signals the interested parties. After the word "between" name(s) and address(es) will appear. The role of this party will be

indicated by one of the following terms:

- "grantor" (seller)
- "mortgagor" (borrower)
- "assignor" (one who transfers property or a mortgage)
- "lessor" (landlord)
- "referee" (arbitrator)
- "plaintiff" (complainant)
- "party of the first part"

Following the role named, there will be the word "and" which signals the other interested parties. One of the following positions will be indicated:

- "grantee" (new owner; purchaser or buyer)
- "mortgagee" (lender)
- "assignee" (one to whom the property or mortgage is transferred)
- "lessee" (tenant)
- "party of the second part"

This information will identify the second group of interested parties.

2) On the cover page: The names of the interested parties will often be written on the cover page, directly under the type of document.

E. Find all relevant information which may pertain to arson-for-profit

1) New York State Real Estate Transfer Tax

This tax is levied when a deed is recorded and is based on the purchase price. It includes cash given as down payment and a purchase money mortgage. It excludes the value of any lien encumbrance remaining at the time of sale. For each \$500 paid for the property, deeds are taxed at a rate of 55 cents. If the tax stamp indicates a tax of \$82.50, the purchase price can be calculated as follows:

$$\begin{array}{ll} \text{Step 1:} & \$82.50 / .55 = 150 \\ \text{Step 2:} & 150 \times \$500 = \$75,000 \\ & \text{purchase price} \end{array}$$

Remember! The purchase price of \$75,000 does not include any outstanding

mortgage(s).

TO IDENTIFY TRANSFER TAX: The tax amount appears on the cover page in a square or postage-meter type stamp.

2) Terms of Sale

Sometimes the purchase price is noted on a deed. This information is not often found except in Referee's Deeds, Executor's Deeds and Trustee's Deeds. When available it is usually found on the first page of the document.

3) Mortgage Information

Mortgage information may be found on both deed and mortgage documents. The following is the kind of information that may be contained in the document:

- amount of the mortgage
- final due date
- percentage of interest
- amount of installments
- frequency of installments
- loan number (A loan number is assigned only when a lending institution holds the mortgage. It identifies the mortgagor and may be subpoenaed by investigators.)

4) Title Information

When a property changes hands from one owner to another, the new owner often buys title insurance from a title company. This type of insurance guarantees the owner that he/she has a clear title to the property. In order to get title insurance, both parties to the sale must often sign certain affidavits identifying themselves and their partners in order to assure the title company that all necessary legal requirements have been met. The company's title report will also show the property's existing mortgages, repair liens, violations and other encumbrances. The title company's report and file are not a matter of public

record, but if the title number and company are known it may be possible to subpoena the report and file. The title report is considered valid for five years.

TO LOCATE TITLE NUMBER: It is usually found on the last (cover) page of the deed, near the lower left hand corner - under the type of deed. The title number may also be noted on a mortgage document.

F. Note all information given to notary when document was notarized

Every document that is recorded must be notarized by a notary public. This individual certifies the identity of the person who signed the document. The notary public must print or type in the acknowledgement the name of the person who signed on the last page of the document. If the person was signing for a corporation, the notary public must also print or type the person's title in the corporation and his/her home address. This information may be the most accurate information available to the researcher, because the notary public is required to know or have proof of the individual's identity.

G. Note to whom the document is to be sent after it is recorded

Usually the name given in the box on the cover page, in the lower right side, is the grantee's lawyer. However, clues to individuals who are involved, but are camouflaging their involvement, may also be found.

Section B

4. Ownership Flow Chart

After all the information is obtained from the computer terminals, the Register, and the PFI Reports, it is helpful to develop an ownership flow chart, (See Attachment 13 at the end of Section C) that can effectively portray networks of parties-in-interest and related properties. Patterns of property transactions that were recorded over the years are also depicted on the chart.

Office of the City Register
REQUEST TO EXAMINE REAL PROPERTY FILES

**FOR INSTRUMENTS RECORDED
PRIOR TO 1968:**

REEL PAGE TODAY'S DATE

YOUR NAME

**FOR INSTRUMENTS RECORDED
FROM 1968 TO DATE:**

FIRM NAME

BLOCK LOT STREET ADDRESS

RECORDING DATE CITY STATE ZIP

CRG-23

For office use.
Served by:

ATTACHMENT 9 - REGISTER RESEARCH FORM

page _____ of _____ ARSON-FOR-PROFIT INFORMATION Information Center
CENTER Case # _____

Property History Form
Registry

ADDRESS _____ BORO _____ BLOCK _____ LOT _____

DOCUMENT:

- 1) Deed (Indenture): a) Bargain & Sale _____ b) Quitclaim _____ c) Referee's Deed _____
d) Warranty w/Covenant _____ e) Other _____ (describe) _____
- 2) Mortgage: a) Mortgage Agreement _____ b) Assignment of Mortgage _____
c) Subordination of Mortgage _____ d) Extension Agreement _____ Estoppel Certificate _____
f) Satisfaction of Mortgage _____ g) Other _____ (describe) _____
- 3) Assignment of Rent _____
- 4) Lease _____
- 5) Foreclosure _____
- 6) Other _____ (describe) _____

DATE: _____ month _____ day _____ year

INTERESTED PARTIES:

- 1) grantor _____ mortgagor _____ assignor _____ lessor _____ defendant _____ party of 1st part _____
other _____ (describe) _____
Name _____
Address _____ boro _____
Name _____
Address _____ boro _____
- 2) grantee _____ mortgagee _____ assignee _____ lessee _____ plaintiff _____ party of the 2nd part _____
other _____ (describe) _____
Name _____
Address _____ boro _____
Name _____
Address _____ boro _____

RELEVANT INFORMATION:

- 1) Real Estate Transfer Tax: a) amount: \$ _____ b) date: _____ mo _____ day _____ yr
- 2) Terms of Sale: sales price \$ _____
- 3) Mortgage Information: a) amount: \$ _____ b) recording date _____ mo _____ d _____ yr
c) date due: _____ mo _____ d _____ yr d) interest: _____ % e) amt. of installments \$ _____
f) frequency of installments: Quarterly _____ mthly _____ yearly _____
g) loan # _____
- 4) Title information: a) title search # _____ b) Title Co. _____
- 5) Other: _____

Notary Acknowledgement:

Name _____
Position & Company _____
Address _____ boro _____

Grantee's Representative:

Name _____
Position & Company _____
Address _____ boro _____

Section B

5. Information Sources for Commercial Arson-for-Profit Research

The Arson-for-Profit Information Center utilizes additional sources of information when investigating commercial arson-for-profit. The following sources of administrative records are accessed:

a. County Clerk

There is a County Clerk in each of the five boroughs of New York. Two kinds of information can be found in the County Clerk's Office:

1) A record of all local liens against the property:

- Sidewalk, Fences, Lot Liens
- Pest Control Liens
- Mechanic Liens (i.e., plumbing, electrician debts)
- In Rem Actions
- Lis Pendens (Recorded notice that a suit has been filed, the outcome of which may affect title to the land. Included with these records is information on whether the building has been condemned.)
- Parking Violation Liens

Lien notifications are recorded in books that are organized according to block and year. Records are indexed by property address. Generally, the books contain:

- year and month of recording
- nature of the debt
- person to whom building loan was made (i.e., mortgagee, owner, lessee)
- name of complainant
- address of both parties-in-interest
- proceedings that occurred in regard to debt

The lien records provide indications of: i) the condition of the building, ii)

the types of debts the landlord has acquired, and iii) the names of interested parties.

2) A record of all corporations, business names, and partnerships registered in a particular borough are found in either the County Clerk's Office or the Hall of Records. To acquire the file, look up the name of the individual, company, corporation, or partnership in the index books which are organized alphabetically. Fill out the request form (see Attachment 10 at the end of Section B), and include the date and file number(s), which indicate the number of transactions recorded for a property. These records may identify the officers of a "company" or "partnership".

b. The Corporate Division of the New York Department of State

It is difficult, and often impossible, to identify the officers of corporations. Corporations must file at the New York Department of State, Corporate Division when they incorporate. It is possible to obtain some information on a corporation by calling the Corporate Division.

The following information can be obtained:

- date of incorporation
- county in which incorporation occurred
- "service of process" address (this is an address where any inquiries can be forwarded)
- name of the individual who filed the document (usually this is the name of the corporation's lawyer)
- the corporation's stock structure (i.e., number of shares)

It is possible to obtain a copy of the incorporation document (cost: 50 cents a page, \$2.00 if certified). An examination of the document may indicate the purpose of the corporation. This information is not given out over the

telephone.

The most important information that is given over the telephone is the county in which the corporation was incorporated.

c. State Liquor Authority (SLA)

All commercial establishments that carry beer, wine, or other types of alcoholic beverage must be granted a license from the State Liquor Authority. The following information can be obtained by investigators:

- name on license (or owner of establishment)
- address of licensee
- expiration date of license

According to the SLA, the name of the licensee has been authenticated as the owner of the establishment.

d. Building's Department

The Building's Department is the City agency which oversees inspections of boilers and elevators, applications for structural repairs, and signs on buildings. Each borough has its own field office. All building records are available to the public. Copies of the following information may be obtained:

- application for structural repairs: name of building owner, name of person making repair (plumber, electrician, architect), date of repair, cost of repair
- application for electrical sign: name of building owner (this probably is the name of the owner of a commercial establishment), date of application, size of sign
- violations or complaints on elevator, boiler, structure of building, or lack of license for sign.

e. Uniform Commercial Code (UCC)

Found in the Register's Office, the UCC gives information on debts incurred

by purchasing "movable" or personal property. "Movable" or personal property includes a range of goods from stock in a cooperative apartment, to commercial or office furniture, to an airplane or boat. The file is kept current for 5 years, and may be renewed for another 5 years for a small fee. Information from the UCC that may be helpful in a commercial arson-for-profit investigation is:

- name and address of debtor (buyer or borrower)
- name and address of secured party (seller or lender)
- date of UCC filing
- UCC file number
- description of debt

f. Department of Finance

Most license and tax information is protected by the Secrecy Provision and is not public information. However, some license applications and tax returns have an exception written into the Secrecy Provision which allows city and state agencies to obtain information for official business. The following tax returns and applications for licenses contain exceptions which permit them to provide the following information:

i. Retail Cigarette License Application:

- trade name
- name and address of business
- telephone number of business
- signature of owner or corporate officer

ii. Wholesale Cigarette License Application:

- name and address of business
- trade name
- telephone number of business

- date and state of incorporation
- names, titles, and residence addresses of partners or corporate members of business
- names and addresses of principal firms from whom cigarette are purchased
- list of vehicles used to transport cigarettes

iii. License to Operate Cigarette Vending Machines:

- name and address of business
- trade name
- telephone number of business
- date and state of incorporation
- names, titles and residence addresses of partners or corporate members of business;
- names and address of principal firms from whom cigarettes are purchased
- list of vehicles used to transport cigarettes

iv. Commercial Rent Tax - Landlord's Information Return:

- location
- general use of building
- list of tenants of commercial space(s)
- nature of tenant's business
- amount of tenant's rent

v. Commercial Rent or Occupancy Tax Return (filed by tenant annually or quarterly):

- use of commercial space
- list of subtenants
- amount of subtenant's rent

16-2001

NEW YORK COUNTY CLERK'S OFFICE

New York, _____ 19

Clerk

Please furnish the undersigned with the following papers:

PAPERS REQUIRED FOR (Check Box)	PLEASE PRINT NAME	
INSPECTION..... <input type="checkbox"/>	Name of Company or Individual	(Check Type of Certificate)
AMENDMENT..... <input type="checkbox"/>		<input type="checkbox"/> BUSINESS NAME
DISCONTINUANCE..... <input type="checkbox"/>		<input type="checkbox"/> PARTNERSHIP
CERTIFIED COPY..... <input type="checkbox"/>		<input type="checkbox"/> CORPORATION
SUBPOENA..... <input type="checkbox"/>		<input type="checkbox"/> VETERAN'S DISCHARGE
OTHER..... <input type="checkbox"/>		<input type="checkbox"/> WAGE ASSIGNMENT
		<input type="checkbox"/> MISCELLANEOUS
NOTICE:	File No.	Year
PAPERS MAY NOT BE TAKEN FROM THIS OFFICE AND MUST BE RETURNED TO THE REQUISITION DESK.		
Sections 175.20 and 175.15 PENAL LAW provide a penalty of imprisonment or fine for unlawful removal or alteration of a public record.		
Information obtained from the card index is not official. Consult the book indices for official entries.	Print Your Name _____	
	Print Your Firm Name _____	Tele. No. _____
	Print Address _____	
	A SEPARATE REQUISITION MUST BE SUBMITTED FOR EACH FILE REQUESTED.	

- amount of gross rent
- signature of corporate officer of business

vi. Real Property Transfer Tax Return:

- grantor's name and address
- grantee's name and address
- name and address of grantee's attorney;
- amount of outstanding mortgages
- other liens or encumbrances
- list of assets and liabilities

To request copies of the cigarette license applications and licenses to operate cigarette vending machines, it is necessary to write a letter to the Deputy Commissioner for Audit, Department of Finance. A letter to the Deputy Commissioner for Tax Operation must be sent before obtaining copies of the Commercial Rent Tax Return and the Real Property Transfer Tax Return.

g. State Department of Agriculture and Markets - Food Inspection Services:

The State Department of Agriculture is responsible for overseeing conditions in all supermarkets, delicatessens and grocery stores where food is processed on the premises. The State Department of Agriculture is responsible for granting licenses, inspecting for sanitation violations, and for seizing fire damaged foods. Information from the State Department of Agriculture may be obtained by writing the Division of Food Inspection Services in Albany, New York. The address and zip code of the property under investigation must be included in the request. The following information is available to the public, except in cases when litigation or administrative actions against a group is pending and a penalty may be imposed:

- name of owner or principals
- name of store

- name of person present during inspection
- list of violations
- dates of fires if seizures of damaged food are made

Section B

6. Sources of Insurance Information

Section 336 of the Insurance Law allows insurers to furnish information to law enforcement investigators free from liability. It is possible to obtain insurance information from the following insurance organizations:

a. State Insurance Department (SID)

Every state has a regulatory agency which oversees the insurance companies licensed to operate within that state.

The New York SID has four functions:

1) It guards against illegal or fraudulent acts as well as unfair claims practices (i.e., overly inflated premium rates and abuse of redlining laws). On November 1, 1981 an Insurance Fraud's Bureau will begin operating, specifically designed to investigate fraudulent insurance practices.

2) It protects the public by assuring that insurers remain solvent. In other words, it makes sure that the insurer keeps enough money in reserve to pay off claims.

3) It grants and revokes licenses. The following insurance-related groups require licenses in New York State:

- a) Insurers: the companies that receive premiums and pay claims.
- b) Brokers: the individuals who act as intermediaries between the insurer and the insured. There are two kinds of brokers: those who buy from licensed, "voluntary" insurers and those who are permitted to buy insurance from companies not licensed to sell in New York State ("Excess Line" insurers).

c) Adjusters: individuals who inspect the claimed damage and determine

the dollar amount of losses. There are two kinds of adjusters: public adjusters who are self-employed and work for the property owner; and independent adjusters who are hired by the broker or insurer.

4) It interprets insurance legislation and creates rules and regulations to implement such legislation.

The State Insurance Department's cooperation may be most beneficial in legislative matters, since it is responsible for interpreting insurance regulations and enforcing compliance with legislation. Its "Fraud bureau" will also be a valuable resource.

b. New York Property Insurance Underwriting Association (NYPIUA)

Fire insurance in some geographical areas of New York State is often obtained through the New York Property Insurance Underwriting Association, an insurance industry pool formerly known as the FAIR Plan.

Investigators frequently contact NYPIUA on an individual basis for insurance information. In addition NYPIUA regularly sends a list of claims made during the previous week to both the Police Department and the Division of Fire Investigation headquarters. The Information Center also accesses information from NYPIUA. The following information is available:

- name of insured
- date of loss
- amount of insurance
- coverage (building/contents)
- policy number

In addition, if a major case is being investigated, NYPIUA will make relevant files available to investigators and prosecutors.

c. Property Insurance Loss Register (PILR)

The American Insurance Association has computerized the property insurance

losses of many of its member companies. This system is capable of providing insurance records for all losses over \$500 on which a claim has been filed.

In New York State investigators do not have direct access to records from PILR. Instead, PILR will contact the insurance adjuster who will then contact the investigator.

d. New York Board of Fire Underwriters

The New York Board of Fire Underwriters is a subscription association with over 100 members. It performs two functions which may provide relevant information to arson-for-profit investigation:

i. Fire Patrol: the function of this division is to safeguard property against damage by fire or water. The "Fire Patrol Reports" are issued daily listing most of the fires occurring in New York City during the previous 24 hours.

ii. Committee on Losses and Adjustments: the function of this division is to supervise the adjustment of all fire losses which involve more than three insurance carriers. A staff member of the committee may give investigators the following information:

- name of insurance company
- policy number
- amount of insurance
- coverage (building/contents)
- term

e. Department of Finance - City Collector

Title C, Chapter 17 of the Administrative Code of New York City requires an insurance company, broker or adjuster to notify the City Collector about all fire losses. The insurance company, broker, or adjuster may send to the City Collector the following information:

- date of fire

- name of mailing address of insured
- name of insurance carrier(s)
- policy number
- other interested parties (if a loss report is attached)
- amount of loss (if a loss report is attached)

If taxes are in arrears for a year or more, the City Collector will return to the insurance company, broker or adjuster a Certificate of Lien which states:

- amount of taxes due (broken down by principal and interest)
- previous fires (if previous liens on file)
- amount of money released to mortgagee or owner for past liens

This is public information. It may be obtained by writing a letter to the City Collector which includes address, block and lot of the property under investigation.

f. Department of Housing Preservation and Development (HPD)

Chapter 577 of the New York State real property law requires owners of multiple dwellings in cities with a population in excess of one million persons to provide the following information to the Department of Housing Preservation and Development:

- name of insurer
- address of insurer
- policy number.

Investigators can obtain this information from:

The City of New York
Department of Housing Preservation and Development
Office of Rent and Housing Maintenance/Division of Code Enforcement
100 Gold Street, New York, NY 10038

If the property owned has not filed this information with HPD, the Information Center can request HPD to contact the owner to demand that this required information be filed.

Section C

Case Referral and Processing Procedures

The Arson Strike Force is a unit of the Mayor's Office responsible for developing and coordinating citywide efforts to combat and prevent arson. The responsibility for investigating individual arson cases is shared by the Police Department, the Fire Department and the City's five District Attorney's Offices. The Strike Force established the Arson-for-Profit Information Center in order to provide research assistance to these agencies. The Center examines administrative records at the request of investigating and prosecuting agencies in order to identify possible arson-for-profit situations. Through this arrangement the Strike Force is able to monitor investigative activities throughout the City. Links between and within investigations may be discerned. Hopefully, this set-up will help to alleviate inter-agency conflicts by improving coordination among agencies.

Each of the City's arson investigating and prosecuting agencies has designated a coordinator to handle arson-for-profit case referrals. The coordinator is responsible for transmitting requests for assistance from individual investigators to the Arson-for-Profit Information Center. In addition, Coordinators monitor the progress being made on each case and bring unusual circumstances pertaining to the case to the attention of the staff of the Information Center.

Cases are referred to the Information Center by telephone. Coordinators from user agencies are called by a project staff member every other day in accordance with a prearranged schedule. Agency Coordinators may call the Referral Service at any time if a case requires immediate attention.

When referring a case for research to the Arson Case Referral Service the agency coordinator will be asked to provide the following information:

1. Fire address
2. Date of fire
3. Research required
4. Owner (if known)
5. Fire history of property (if known)
6. Name of referring agency
7. Address of referring agency
8. Name of Agency Coordinator
9. Name and telephone number of investigator
10. Agency reference number (e.g., arrest number, case number)
11. All information related to property address (i.e., corner property, cross streets, additional building numbers.)
12. Will the case require immediate attention?
13. Is the case part of a larger investigation or related to any cases previously referred?

An Information Center staff member is responsible for receiving arson case referrals from agency coordinators and for recording all relevant case information on a case referral form (see Attachment 11 at the end of section). In addition, a separate entry is made for every case in the appropriate Arson Case Log Book, which is maintained for each referring agency (see a sample page, Attachment 12, at the end of section). Case information submitted over the telephone is recorded into the case log book for future reference and evaluation. Periodic examination of the Log Book allows project analysts to discern links between and within investigations being conducted throughout the City, thus enabling user agencies to better allocate scarce investigative resources to promising cases.

When case referral information is recorded onto the Case Referral Form and entered into the appropriate agency log book, a case number and an identifying

agency code is assigned. The case is thereafter referred to by that code and number. If an investigation encompasses more than one property address, each address will be assigned a separate case number and entries will be made in the log book to that effect.

Cases are divided into those which require immediate attention and those which can be processed normally. An Information Center staff member also notes the category of research requested: "Quick Referral", initial research or secondary research. A "Quick Referral" is a request for basic ownership information, which is returned within one working day. Initial research includes: computer research, DFI (Division of Fire Investigation) Reports, address matching research and research on owners' other properties. Secondary research is comprised of non-computerized research such as title and mortgage histories developed at the County Registries and the County Clerks' offices. When secondary research is required a separate file folder is prepared for the case. The case number and a letter code, which identifies the category of research to be conducted, is indicated on the folder. Referring agencies generally request a "Quick Referral" or initial research when a case is first referred to the Information Center. Secondary research is requested through a later referral if the initial information returned seemed promising.

After the case is entered into the Log Book the case referral form is attached to the case folder. A project staff member initiates the case research process by placing the case folder into the appropriate case file bin. The following seventeen bins each mark a particular stage in the overall research process:

1. Case Referral
2. Log-In
3. Start-Up

CONTINUED

1 OF 2

4. Finance Research
5. HPF Research
6. Duplicate Referral
7. DFI Research
8. Register Research
9. Address Problems
10. Agency Re-Contact
11. Map Research
12. Computer Review
13. Register Review
14. Related Case Review
15. Final Review
16. Final Review Group Cases
17. Xerox

After each stage of research is completed, the researcher signs the case referral sheet and puts the case in the next bin. A case research flow chart, which tracks the case through the research process, is then updated.

A case review is conducted by a Project Analyst when research is completed. The accuracy of the information obtained by case researchers is assessed and a determination is made regarding the need for additional research. Additional research may include: DFI research, computerized research or title and mortgage history searches. The original research request and the data obtained by the Information Center are considered when determining the need for further research. After careful review the case file is placed in the bin appropriate for further processing. The Project Analyst then notes additional research steps in the Log Book. When research is concluded the case is logged out and returned to the referring agency by messenger or mail.

A sample of a completed case, which was presented at a demonstration held for investigators and prosecutors, is contained in Attachment 13 at the end of this section.

Section D

Data Storage

After the research on a case is completed a copy of all research (DFI, Computer, Registry, Ownership link flow charts, etc.) is filed at the Arson-for-Profit Information Center. Separate files are maintained for each referral agency. The filing system is set up to insure the confidentiality of investigations. Since the responsibility for arson investigation and prosecution in New York City is divided among five District Attorneys and the Police and Fire Departments, access to each agency's files is limited to representatives of that agency and members of the staff of the Arson-for-Profit Information Center.

This filing system is supplemented by the nation's first arson-for-profit computerized database. The Ownership Link Database contains all DFI reports from July 1977 to December 1979. This data is supplemented by the names and addresses of parties with interests in properties which the Information Center has researched which is entered into the system on an on-going basis. As time goes by and more and more case data is entered into the database, it will be possible to develop links between individuals, corporations, known arsonists, properties and fires in a matter of minutes.

ATTACHMENT 11 - CASE REFERRAL SHEET

Case Number _____

Arson-for-Profit: Information Center

Type of Referral:

Address Owner Other
 Initial Referral Secondary Referral

Block/Lot _____

Date Referred: _____

Date Returned: _____

I.) Address of Fire: _____ Boro: _____
 Date of Fire: _____
 Origin of Fire: _____
 Owner (if Known): _____
 Address of Owner: _____
 Referring Agency: _____
 Investigator: _____ Phone: _____
 Agency Reference No.: _____

Research Requested:

Computer Registry
 DFI Analysis (Charts)
 Sal 1 Certified Copies (Deeds & Mortgages)
 Insurance Info. UCC
 Certificate of Doing Business Other _____

Remarks: _____

II.) Case Research Process
 (check if required)

<u>Process</u>	<u>Date Completed</u>	<u>Time Required</u>	<u>Researcher</u>
<input type="checkbox"/> 1. Case Referral	_____	_____	_____
<input type="checkbox"/> 2. DFI	_____	_____	_____
<input type="checkbox"/> 3. Address Verification (computer)	_____	_____	_____
<input type="checkbox"/> 4. Landuse Maps	_____	_____	_____
<input type="checkbox"/> 5. Computer	_____	_____	_____
<input type="checkbox"/> 6. Insurance	_____	_____	_____
<input type="checkbox"/> 7. Registry	_____	_____	_____
<input type="checkbox"/> 8. Certified Copies, UCC Business Certificate (circle)	_____	_____	_____
<input type="checkbox"/> 9. Analysis (Chart)	_____	_____	_____
<input type="checkbox"/> 10. Preliminary Quality Check	_____	_____	_____
<input type="checkbox"/> 11. Quality Check	_____	_____	_____
<input type="checkbox"/> 12. Clerical Duties	_____	_____	_____

Remarks: _____

page _____

Arson-for-Profit Information Center

Log Book

Coordinator _____ Agency _____ Command _____

Information Center Case Number	Agency Reference Number	Date Referred	Related Cases	Type of Referral: Address or Owner's Name	Initial or Secondary Referral	Handling Procedure (Normal or Urgent)	Date Returned	Data Returned	REMARKS

ATTACHMENT 12 - LOG BOOK SHEET

Information Center
Case Number: DEMONSTRATION

Arson-for-Profit Information Center

Type of Referral:
 Address Owner Other

Initial Referral Secondary Referral

Date Referred: July 11, 1980

Date Returned: July 16, 1980

I.) Information Provided by User Agency:

Address of Fire: 90 St. Marks boro S.I.

Location of Fire Origin. (apartment number or public part) unknown

Date of Fire: recent fire

Owner (if known): Curtis Hill Holding Corp.

Address of owner: Unknown

Referring Agency: Demonstration

Agency reference number: Demonstration

Additional research requested (secondary referrals)

Remarks Title history requested

II.) Case Handling Process:

Step (Check line if step required)	Process	Date Completed	Time Required	Researcher
<input checked="" type="checkbox"/>	1. Case Referral	July 11, 1980	5 mins.	Demonstration
<input checked="" type="checkbox"/>	2. DFI	July 11, 1980	30 "	"
<input checked="" type="checkbox"/>	3. Computer Address Research	July 11, 1980	5 "	"
<input type="checkbox"/>	4. Landuse Maps			
<input checked="" type="checkbox"/>	5. Computer Research	July 14, 1980	50 "	"
<input checked="" type="checkbox"/>	6. Preliminary Quality Check	July 14, 1980	10 "	"
<input checked="" type="checkbox"/>	7. Title History	July 15, 1980	45 "	"
<input checked="" type="checkbox"/>	8. Quality Check	July 16, 1980	10 "	"
<input checked="" type="checkbox"/>	9. Clerical Duties	July 16, 1980	5 "	"

Remarks

Information Center Case # DEMONSTRATION

ARSON-FOR-PROFIT INFORMATION CENTER

(Source: Division of Fire Investigation Reports)

I.) Previous Fires:

Address: 90 St. Marks Place Boro: S.I.

	Date	Time of Fire	Owner	Owner's Address	Boro	Cause Code
1.	11/20/77	16:39	A & B Realty Corp (Braun, Brecher)	55 W. 42nd St. N.Y.	MN	A
2.	12/21/77	22:05	Brecker			A
3.						
4.						

II.) Owner's Other Properties: (which have had suspicious fires)

Owner's Name: Curtis Hill Holding Corp.

	Fire Address	Boro	Date of Fire	Time of Fire	Cause Code	Owner's Address	Boro
1.	Nothing						
2.							
3.							
4.							

III.) Other Owners Listed at Owner's Address:

Owner's Address: 4 Lynhaven Ct. Boro:

	Owner's Name	Fire Address	Boro	Date of Fire	Time of Fire	Cause Code
1.	Nothing					
2.						
3.						
4.						

Cause Codes:
A = Incendiary B = Arson Attempt C = Accidental D = Not Ascertained

IV.) Remarks:

Researcher's Name: DEMONSTRATION Date of Research: 7/11/80

E.) Previous Fires: (For possibly related fire addresses found through DFI Reports)

Address: 201 HAMILTON Ave. Boro: S.I.

A.)	Date	Time of Fire	Owner	Owner's Address	Boro	Cause Code
1.	2/14/78	01:45	Jerry Brecker	4 Lynhaven CT	-	A
2.	2/14/78	07:45	Jerry Brecker	4 Lynhaven Ct.	-	A
3.						
4.						

B.) Address: 217 Hamilton Ave. Boro: S.I.

	Date	Time of Fire	Owner	Owner's Address	Boro	Cause Code
1.	1/1/78	16:56	Tracy Bank	90 St. Marks Pl.	S.I.	A
2.						
3.						
4.						

C.) Address: _____ Boro: _____

	Date	Time of Fire	Owner	Owner's Address	Boro	Cause Code
1.						
2.						
3.						
4.						

D.) Remarks:

- 30 St. Marks Place - S.I. - Nothing
- 1725 Andrews, Ave. Bronx, - Nothing
- 305 E. Mt. Eden Ave. Bronx, - Nothing
- 534 W 152 St. Manhattan Nothing
- 42-20 Kissena - Queens - Nothing

I.) Owner's Other Properties: (which have had suspicious fires)

A.) Owner's Name: A & B Realty Corp.

	Fire Address	Boro	Date of Fire	Time of Fire	Cause Code	Owner's Address	Boro
1.	1571 Undercliff Ave.	Bx.	8/6/78	00:24	A		
2.	1590 Undercliff Ave.	Bx.	7/6/78	04:28	A	55 W. 42nd St.	MN
3.							
4.							

B.) Owner's Name: _____

	Fire Address	Boro	Date of Fire	Time of Fire	Cause Code	Owner's Address	Boro
1.							
2.							
3.							
4.							

C.) Owner's Name: _____

	Fire Address	Boro	Date of Fire	Time of Fire	Cause Code	Owner's Address	Boro
1.							
2.							
3.							
4.							

D.) Remarks:

- Yves F. Legagneur - Nothing
- Jerry Brecker (Brecher) Nothing
- Tracy Bank Nothing
- Harry Corleoni (Corlioni) Nothing
- Doran Davis Nothing
- Eden Realty Nothing
- Fuller Realty Nothing
- 519 Holding Corp. Nothing
- Braun Nothing

III.) Other Owner's Listed at Owner's Address: (For other possibly related Owner's addresses found through DFI Reports.)

A.) Owner's Address: 55 W. 42nd St. Boro: MN

	Owner's Name	Fire Address	Boro	Date of Fire	Time of Fire	Cause Code
1.	<u>Harry Corleoni</u>	<u>1725 Andrews Ave.</u>	<u>Bx</u>	<u>11/16/77</u>	<u>17:12</u>	<u>A</u>
2.	<u>Harry Corleoni</u>	<u>1725 Andrews Ave.</u>	<u>Bx</u>	<u>04/26/78</u>	<u>21:32</u>	<u>A</u>
3.	<u>Doran Davis</u>	<u>534 W. 152 St.</u>	<u>MN</u>	<u>9/12/77</u>	<u>04:59</u>	<u>A</u>
4.	<u>Eden Realty</u>	<u>305 E. Mt. Eden Ave.</u>	<u>Bx</u>	<u>11/05/77</u>	<u>16:51</u>	<u>A</u>

B.) Owner's Address: 55 W. 42nd St. Boro: _____

	Owner's Name	Fire Address	Boro	Date of Fire	Time of Fire	Cause Code
1.	<u>Fuller Realty Co.</u>	<u>42-20 Kissena Blvd.</u>	<u>QN</u>	<u>03/13/78</u>	<u>19:46</u>	<u>B</u>
2.	<u>519 Holding Corp.</u>	<u>1725 Andrews Ave.</u>	<u>Bx.</u>	<u>09/06/77</u>	<u>14:58</u>	<u>A</u>
3.	_____	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____	_____

C.) Owner's Address: _____ Boro: _____

	Owner's Name	Fire Address	Boro	Date of Fire	Time of Fire	Cause Code
1.	_____	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____	_____

D.) Remarks: 90 St. Marks Pl. S.I. - Nothing

Arson-for-Profit Information Center
Computer Data

Address referred: 90 St. Marks Place Boro Staten Island

Systems accessed: FINANCE HPD
 (CAPITAL LETTERS) (small letters)

A.) Building Information

1) BLOCK: 22 2) LOT: 70

3) ADDRESS (FINANCE): 90 St. Marks Pl. BORO S.I.

4) address (HPD) 90 St. Marks Pl. boro S.I.

5) CORNER: NO 6) BUILDING TYPE: Walk up Apartments

7) NUMBER OF BUILDINGS ON LOT: 4 8) STORIES: 4

9) number of apts: 81 10) number of SRO units: 0

11) date of last inspection: 6/6/80 12) building status: Pending Violations

13) unsafe building: _____ Yes or no

14) number of pending violations 431 15) item number of last violation 883

16) number of violations by hazard class:
 immediately hazardous (C) : 122
 hazardous (B) : 133
 non-hazardous (A) : 175
 other : 001

17) number of outstanding complaints 0

Remarks 90 St. Marks Place is one building in a 4 building garden apartment complex known as Curtis Hill Apartments; the other three building addresses are: 80 St. Marks Place, 201 Hamilton Avenue and 217 Hamilton Avenue

Note: Printouts of all complaints and the last 10 violations are attached.

Information Center
Case Number: DEMONSTRATION

BORO 5 BLOCK 22 LOT 70

B.) PARTIES WITH INTERESTS IN PROPERTY

18) OWNER: Curtis Hill Holding Co.
19) DATE OF DEED: 10/29/79

20) owner or X agent
21) name: Nano N. Tufaro
22) address: 4241 Hylan Blvd. boro S.I.

23) REAL ESTATE TAX PAYER: Curtis Hill Holding Co.
24) ADDRESS: Bx 145 St. George Station BORO S.I.
25) DATE ENTERED 8/20/79

26) METER TAX PAYER: Not Listed
(IF MORE THAN 1 METER TAX PAYER, OTHERS ARE LISTED
IN THE REMARKS SECTION)
27) ADDRESS: _____ BORO _____
28) DATE: _____

29) IN REM ACTION: X yes or no _____
30) NUMBER: 35 31) DATE: 3/15/77

32. IN REM AGREEMENT: X yes or no _____
33. NUMBER: 15C

34) TITLE VESTED: yes or no X
35) DATE: _____

REMARKS Owner listed on HPD computer system for 217 Hamilton Ave. and
201 Hamilton Avenue is: Yves Legagneur - Curtis Hill Holding Corp.
87 Sterling Place, Brooklyn, NY 11217

Note: Print-outs of other properties owned by each party of interest are attached.

Information Center
Case Number: DEMONSTRATION

BORO 5 BLOCK 22 LOT 70

C.) FINANCIAL INFORMATION:

36) CURRENT ASSESSED VALUE:
\$ 170,000 LAND \$ 400,000 TOTAL

37) FORMER ASSESSED VALUES:

ASSESSED VALUE \$ 1,050,000 YEAR 75/76
ASSESSED VALUE \$ 850,000 YEAR 76/77
ASSESSED VALUE \$ 500,000 YEAR 78/79
ASSESSED VALUE \$ _____ YEAR _____

38) CURRENT TAX EXEMPTIONS: \$ 0 TOTAL

TOTAL TAX ARREARS: \$ 597,292.74 TOTAL TAX CREDITS: \$ 0 41) OUTSTANDING BALANCE: \$ 597,292.74

42) FIRST QUARTER OF TAX ARREARS: 3rd quarter 1975

43) TOTAL QUARTERS IN ARREARS: 21

44) unpaid emergency repair balance: \$17,505.51

REMARKS _____

Note: Print-outs of emergency repair charges and credits are attached.

page 1 of 11 ARSON-FOR-PROFIT INFORMATION CENTER Information Center Case # Demonstration Property History From SI Registry

ADDRESS 201-2017 Hamilton Ave. & BORO SI BLOCK 22 LOT 70 80-90 St. Marks Place

DOCUMENT:

- 1) Deed (Indenture): a) Bargain & Sale b) Quitclaim c) Warranty with Covenant y d) Other (describe) 2) Mortgage: a) Mortgage Agreement b) Assignment of Mortgage c) Subordination of Mortgage d) Extension Agreement e) Estoppel Certificate f) Satisfaction of Mortgage g) Other (describe) 3) Assignment of Rent 4) Lease 5) Foreclosure 6) Auction Sale 7) Other (describe)

DATE: 1 month 30 day 74 year

INTERESTED PARTIES:

- 1) grantor X mortgagor assignor lessor referee party of 1st part other (describe) Name Rondin Realty Corp. Address 2211 Church Ave. boro Bklyn Name Address boro 2) grantee X mortgagee assignee lessee party of 2nd part other (describe) Name Sam Priceman Address 4180 Ocean Ave. boro Bklyn Name Jerry Priceman Address 1720 Shore Blvd. boro Bklyn Murray Priceman - 282 West End Ave Bklyn

RELEVANT INFORMATION:

- 1) Real Estate Transfer Tax: a) amount: \$ 0.00 b) date: mo day yr 2) Terms of Sale: sales price \$ 3) Mortgage Information: a) amount: \$ b) date due: mo d yr c) interest: % d) amount of installments: \$ e) frequency of installments: quarterly monthly yearly f) loan \$ 4) Title Information: a) title search # b) Title Co. 5) Other: Sam Priceman- 92% Jerry Priceman- 4% Murray Priceman- 4%

NOTARY INFORMATION:

Name Murray Priceman Position & Company Secy of Rondin Realty Corp. Address 282 West End Ave. boro Bklyn Name Address boro Position & Company

page 2 of 11 ARSON-FOR-PROFIT INFORMATION CENTER Information Center Case # Demonstration Property History From SI Registry

ADDRESS 201-2017 Hamilton Ave. & BORO SI BLOCK 22 LOT 70 80-90 St. Marks Place

DOCUMENT:

- 1) Deed (Indenture): a) Bargain & Sale b) Quitclaim c) Warranty with Covenant d) Other (describe) 2) Mortgage: a) Mortgage Agreement b) Assignment of Mortgage c) Subordination of Mortgage d) Extension Agreement e) Estoppel Certificate f) Satisfaction of Mortgage g) Other (describe) 3) Assignment of Rent 4) Lease 5) Foreclosure 6) Auction Sale 7) Other X (describe) Complaints registered in civil court

DATE: 2 month 21 day 75 year

INTERESTED PARTIES:

- 1) grantor mortgagor assignor lessor referee party of 1st part other (describe) Defendant Name Rondin Realty Corp. Name Sam Priceman boro Name Murray Priceman The Troy Savings Bank Name Jerry Priceman boro 2) grantee mortgagee assignee lessee party of 2nd part other X (describe) Plaintiff Name Housing & Development Administration of the City of New York Address boro Name Address boro

RELEVANT INFORMATION:

- 1) Real Estate Transfer Tax: a) amount: \$ b) date: mo day yr 2) Terms of Sale: sales price \$ 3) Mortgage Information: a) amount: \$ b) date due: mo d yr c) interest: % d) amount of installments: \$ e) frequency of installments: quarterly monthly yearly f) loan \$ 4) Title Information: a) title search # b) Title Co. 5) Other: injunctive relief and Civil penalties

NOTARY INFORMATION:

Name Position & Company Address boro Name Address boro Position & Company

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ARSON-FOR-PROFIT INFORMATION CENTER

Information Center Case # Demonstration

Property History From SI Registry

ADDRESS 201-2017 Hamilton Ave. & BORO SI BLOCK 22 LOT 70 80-90 St. Marks Place

DOCUMENT:

- 1) Deed (Indenture): a) Bargain & Sale b) Quitclaim X c) Warranty with Covenant d) Other (describe)
2) Mortgage: a) Mortgage Agreement b) Assignment of Mortgage c) Subordination of Mortgage d) Extension Agreement e) Estoppel Certificate f) Satisfaction of Mortgage g) Other (describe)
3) Assignment of Rent
4) Lease
5) Foreclosure
6) Auction Sale
7) Other (describe)

DATE: 10 month 27 day 75 year

INTERESTED PARTIES:

- 1) grantor Y mortgagor assignor lessor referee party of 1st part other (describe) Name Sam Priceman Address 4180 Ocean Avenue boro Bklyn Name Jerry Priceman Address 1720 Shore Blvd boro Bklyn
2) grantee X mortgagee assignee lessee party of 2nd part other (describe) Name Paul S. Yanofsky Address 71 Central Avenue 10301 boro S.I.

see bottom for third grantor

RELEVANT INFORMATION:

- 1) Real Estate Transfer Tax: a) amount: \$.55 b) date: mo day yr
2) Terms of Sale: sales price \$
3) Mortgage Information: a) amount: \$ b) date due: mo d yr c) interest: % d) amount of installments: \$ e) frequency of installments: quarterly monthly yearly f) loan #
4) Title Information: a) title search # AC 1-19 506 b) Title Co.
5) Other:

NOTARY INFORMATION:

Name Position & Company Address boro Name Address boro Position & Company

X 3rd Murray Priceman grantor 282 West End Avenue

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ARSON-FOR-PROFIT INFORMATION CENTER

Information Center Case # Demonstration

Property History From SI Registry

ADDRESS 201-2017 Hamilton Ave. & BORO SI BLOCK 22 LOT 70 80-90 St. Marks Place

DOCUMENT:

- 1) Deed (Indenture): a) Bargain & Sale b) Quitclaim X c) Warranty with Covenant d) Other (describe)
2) Mortgage: a) Mortgage Agreement b) Assignment of Mortgage c) Subordination of Mortgage d) Extension Agreement e) Estoppel Certificate f) Satisfaction of Mortgage g) Other (describe)
3) Assignment of Rent
4) Lease
5) Foreclosure
6) Auction Sale
7) Other (describe)

DATE: 3 month 5 day 76 year

INTERESTED PARTIES:

- 1) grantor X mortgagor assignor lessor referee party of 1st part other (describe) Name Paul S. Yanofsky Address 260 Victoria Blvd 10301 boro S.I. Name Address boro
2) grantee Y mortgagee assignee lessee party of 2nd part other (describe) Name Mark - Hamilton Realty Corp Address 55 West 42nd boro Man Name c/o Braun Address boro

RELEVANT INFORMATION:

- 1) Real Estate Transfer Tax: a) amount: \$ 2.75 b) date: 3 mo 31 day 76 yr
2) Terms of Sale: sales price \$
3) Mortgage Information: a) amount: \$ b) date due: mo d yr c) interest: % d) amount of installments: \$ e) frequency of installments: quarterly monthly yearly f) loan #
4) Title Information: a) title search # b) Title Co.
5) Other:

NOTARY INFORMATION:

Name Paul S. Yanofsky Position & Company Address 260 Victoria Blvd. 10301 boro SI Name Address boro Position & Company

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ARSON-FOR-PROFIT INFORMATION CENTER

Information Center Case # Demonstration

Property History From SI Registry

ADDRESS 201-2017 Hamilton Ave. & BORO SI BLOCK 22 LOT 70 80-90 St. Marks Place

DOCUMENT:

- 1) Deed (Indenture): a) Bargain & Sale X b) Quitclaim c) Warranty with Covenant d) Other (describe) 2) Mortgage: a) Mortgage Agreement b) Assignment of Mortgage c) Subordination of Mortgage d) Extension Agreement e) Estoppel Certificate f) Satisfaction of Mortgage g) Other (describe) 3) Assignment of Rent 4) Lease 5) Foreclosure 6) Auction Sale 7) Other (describe)

DATE: 5 month 18 day 76 year

INTERESTED PARTIES:

- 1) grantor X mortgagor assignor lessor referee party of 1st part other (describe) Name Mark-Hamilton Realty Corp Address 55 West 42nd Street 10036 boro Man Name Arthur J. Braun, Pres Address 900 East 24th Street boro Bklyn 2) grantee X mortgagee assignee lessee party of 2nd part other (describe) Name Curtis Hill Holding Co-partnership: Gerald Brecher Address boro Name Jerry Braun Address 90 St. Marks Place St George boro SI

RELEVANT INFORMATION:

- 1) Real Estate Transfer Tax: a) amount: \$ 0.00 b) date: 5 mo 24 day 76 yr 2) Terms of Sale: sales price \$ 3) Mortgage Information: a) amount: \$ b) date due: mo d yr c) interest: % d) amount of installments: \$ e) frequency of installments: quarterly monthly yearly f) loan # 4) Title Information: a) title search # b) Title Co. 5) Other:

NOTARY INFORMATION:

Name Arthur J. Braun Position & Company President of Mark-Hamilton Realty Corp. Address 55 West 42nd Street 10036 boro Man Name Address boro Position & Company

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ARSON-FOR-PROFIT INFORMATION CENTER

Information Center Case # Demonstration

Property History From SI Registry

ADDRESS 201-2017 Hamilton Ave. & BORO SI BLOCK 22 LOT 70 80-90 St. Marks Place

DOCUMENT:

- 1) Deed (Indenture): a) Bargain & Sale b) Quitclaim c) Warranty with Covenant d) Other (describe) 2) Mortgage: a) Mortgage Agreement b) Assignment of Mortgage c) Subordination of Mortgage d) Extension Agreement e) Estoppel Certificate f) Satisfaction of Mortgage g) Other (describe) 3) Assignment of Rent 4) Lease 5) Foreclosure 6) Auction Sale 7) Other X (describe) In Rem Action #35

DATE: 3 month 15 day 77 year

INTERESTED PARTIES:

- 1) grantor mortgagor assignor lessor referee party of 1st part other (describe) Name Rondin Realty Corp. Address boro Name Address boro 2) grantee mortgagee assignee lessee party of 2nd part other (describe) Name NYC Address boro Name Address boro

RELEVANT INFORMATION:

- 1) Real Estate Transfer Tax: a) amount: \$ b) date: mo day yr 2) Terms of Sale: sales price \$ 3) Mortgage Information: a) amount: \$ b) date due: mo d yr c) interest: % d) amount of installments: \$ e) frequency of installments: quarterly monthly yearly f) loan # 4) Title Information: a) title search # b) Title Co. 5) Other:

NOTARY INFORMATION:

Name Position & Company Address boro Name Address boro Position & Company

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ARSON-FOR-PROFIT INFORMATION CENTER

Information Center Case # Demonstration

Property History From SI Registry

ADDRESS 201-2017 Hamilton Ave. & BORO SI BLOCK 22 LOT 70 80-90 St. Marks Place

DOCUMENT:

- 1) Deed (Indenture): a) Bargain & Sale b) Quitclaim c) Warranty with Covenant d) Other (describe)
2) Mortgage: a) Mortgage Agreement b) Assignment of Mortgage c) Subordination of Mortgage d) Extension Agreement e) Estoppel Certificate f) Satisfaction of Mortgage g) Other (describe)
3) Assignment of Rent
4) Lease
5) Foreclosure
6) Auction Sale
7) Other X (describe) In Rem Agreement 15C - Certificate of Withdrawal

DATE: 3 month 1 day 78 year

INTERESTED PARTIES:

- 1) grantor mortgagor assignor lessor referee party of 1st part other (describe) Name Roncin Realty Corp. Address 90 St. Marks Place NYC boro SI
2) grantee mortgagee assignee lessee party of 2nd part other (describe) Name Address boro Name NYC Address boro

RELEVANT INFORMATION:

- 1) Real Estate Transfer Tax: a) amount: \$ b) date: mo day yr
2) Terms of Sale: sales price \$
3) Mortgage Information: a) amount: \$ b) date due: mo d yr c) interest: % d) amount of installments: \$ e) frequency of installments: quarterly monthly yearly f) loan #
4) Title Information: a) title search # b) Title Co.
5) Other:

NOTARY INFORMATION:

Name Position & Company Address boro Name Address boro Position & Company

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ARSON-FOR-PROFIT INFORMATION CENTER

Information Center Case # Demonstration

Property History From SI Registry

ADDRESS 201-2017 Hamilton Ave. & BORO SI BLOCK 22 LOT 70 80-90 St. Marks Place

DOCUMENT:

- 1) Deed (Indenture): a) Bargain & Sale b) Quitclaim c) Warranty with Covenant X d) Other (describe)
2) Mortgage: a) Mortgage Agreement b) Assignment of Mortgage c) Subordination of Mortgage d) Extension Agreement e) Estoppel Certificate f) Satisfaction of Mortgage g) Other (describe)
3) Assignment of Rent
4) Lease
5) Foreclosure
6) Auction Sale
7) Other (describe)

DATE: 10 month 29 day 79 year

INTERESTED PARTIES:

- 1) grantor mortgagor assignor lessor referee party of 1st part other (describe) Name Curtis Hill Holding Corp. (partnership) Gerald Brecher, Name General Manager and Jerry Braun boro Address 90 St. Marks Place, St. George S.I. Address boro
2) grantee X mortgagee assignee lessee party of 2nd part other (describe) Name Curtis Hill Holding Corp. Address 87 Sterling Place; 11238 boro Bklyn Name Address boro

RELEVANT INFORMATION:

- 1) Real Estate Transfer Tax: a) amount: \$.55 b) date: 10 mo 30 day 79 yr
2) Terms of Sale: sales price \$
3) Mortgage Information: a) amount: \$ b) date due: mo d yr c) interest: % d) amount of installments: \$ e) frequency of installments: quarterly monthly yearly f) loan #
4) Title Information: a) title search # b) Title Co.
5) Other:

NOTARY INFORMATION:

Name Jerry Brecher Position & Company General Manager Curtis Hill Holding Corp. Address 90 St. Marks Place boro SI Name Jerry Braun Address 90 St. Marks Place boro SI Position & Company

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ARSON-FOR-PROFIT INFORMATION CENTER

Information Center Case # Demonstration

Property History From SI Registry

ADDRESS 201-2017 Hamilton Ave. & BORO SI BLOCK 22 LOT 10 80-90 St. Marks Place

DOCUMENT:

- 1) Deed (Indenture): a) Bargain & Sale b) Quitclaim c) Warranty with Covenant d) Other (describe)
2) Mortgage: a) Mortgage Agreement b) Assignment of Mortgage c) Subordination of Mortgage d) Extension Agreement e) Estoppel Certificate f) Satisfaction of Mortgage g) Other (describe)
3) Assignment of Rent
4) Lease
5) Foreclosure
6) Auction Sale
7) Other X (describe) Complaint- registered in CIVIL Court

DATE: 1 month 7 day 80 year

INTERESTED PARTIES:

- 1) grantor mortgagor assignor lessor referee party of 1st part other Y (describe) defendant
1 Name Yves Legagneur as owner and as president of Curtis Hill Holding Corp.
Name Address and as registered managing agent boro
2 Name Curtis Hill as owner and landlord
3 Name XXXXXX Troy Savings Bank as Mortgagee boro
2) grantee mortgagee assignee lessee party of 2nd part other X (describe) - Plaintiff
Name Denise Harms et. al (Tenants)
Address boro
Name
Address boro

RELEVANT INFORMATION:

- 1) Real Estate Transfer Tax: a) amount: \$ b) date: mo day yr
2) Terms of Sale: sales price \$
3) Mortgage Information: a) amount: \$ b) date due: mo d yr
c) interest: % d) amount of installments: \$
e) frequency of installments: quarterly monthly yearly
f) loan #
4) Title Information: a) title search # b) Title Co.
5) Other: appointment of an administrator to collect rents and make repairs

NOTARY INFORMATION:

Name
Position & Company
Address boro
Name
Address boro
Position & Company

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ARSON-FOR-PROFIT INFORMATION CENTER

Information Center Case # Demonstration

Property History From SI Registry

ADDRESS 201-2017 Hamilton Ave. & BORO SI BLOCK 22 LOT 70 80-90 St. Marks Place

DOCUMENT:

- 1) Deed (Indenture): a) Bargain & Sale b) Quitclaim c) Warranty with Covenant d) Other (describe)
2) Mortgage: a) Mortgage Agreement b) Assignment of Mortgage c) Subordination of Mortgage d) Extension Agreement e) Estoppel Certificate f) Satisfaction of Mortgage g) Other (describe)
3) Assignment of Rent
4) Lease
5) Foreclosure
6) Auction Sale
7) Other X (describe) Complaint - registered in Supreme Court

DATE: 3 month 10 day 80 year

INTERESTED PARTIES:

- 1) grantor mortgagor assignor lessor referee party of 1st part other X (describe) defendant
Name Curtis Hill Holding Corp. Yves Legagneur (defendant)
Address boro
Name
Address boro
2) grantee mortgagee assignee lessee party of 2nd part other X (describe) Plaintiff
Name The City of New York - Department of Buildings
Address boro
Name
Address boro

RELEVANT INFORMATION:

- 1) Real Estate Transfer Tax: a) amount: \$ b) date: mo day yr
2) Terms of Sale: sales price \$
3) Mortgage Information: a) amount: \$ b) date due: mo d yr
c) interest: % d) amount of installments: \$
e) frequency of installments: quarterly monthly yearly
f) loan #
4) Title Information: a) title search # b) Title Co.
5) Other: unsafe building

NOTARY INFORMATION:

Name
Position & Company
Address boro
Name
Address boro
Position & Company

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ARSON-FOR-PROFIT INFORMATION CENTER

Information Center Case # Demonstration

Property History From SI Registry

ADDRESS 201-2017 Hamilton Ave. & 80-90 St. Marks Place BORO SI BLOCK 22 LOT 70

DOCUMENT:

- 1) Deed (Indenture): a) Bargain & Sale _____ b) Quitclaim _____
c) Warranty with Covenant _____ d) Other _____ (describe) _____
- 2) Mortgage: a) Mortgage Agreement _____ b) Assignment of Mortgage _____ c) Subordination of Mortgage _____ d) Extension Agreement _____ e) Estoppel Certificate _____
f) Satisfaction of Mortgage _____ g) Other _____ (describe) _____
- 3) Assignment of Rent _____
- 4) Lease _____
- 5) Foreclosure _____
- 6) Auction Sale _____
- 7) Other (describe) _____

DATE: 5 month 15 day 80 year

INTERESTED PARTIES:

- 1) grantor _____ mortgagor _____ assignor X lessor _____ referee _____ party of 1st part
other _____ (describe) _____
Name Troy Savings Bank
Address State and 2nd Street Troy, NY boro _____
Name _____
Address _____ boro _____
- 2) grantee _____ mortgagee _____ assignee X lessee _____ party of 2nd part
other _____ (describe) _____
Name Corhar Inc.
Address 51 East Kingsbridge Rd. NY boro Bx
Name _____
Address _____ boro _____

RELEVANT INFORMATION:

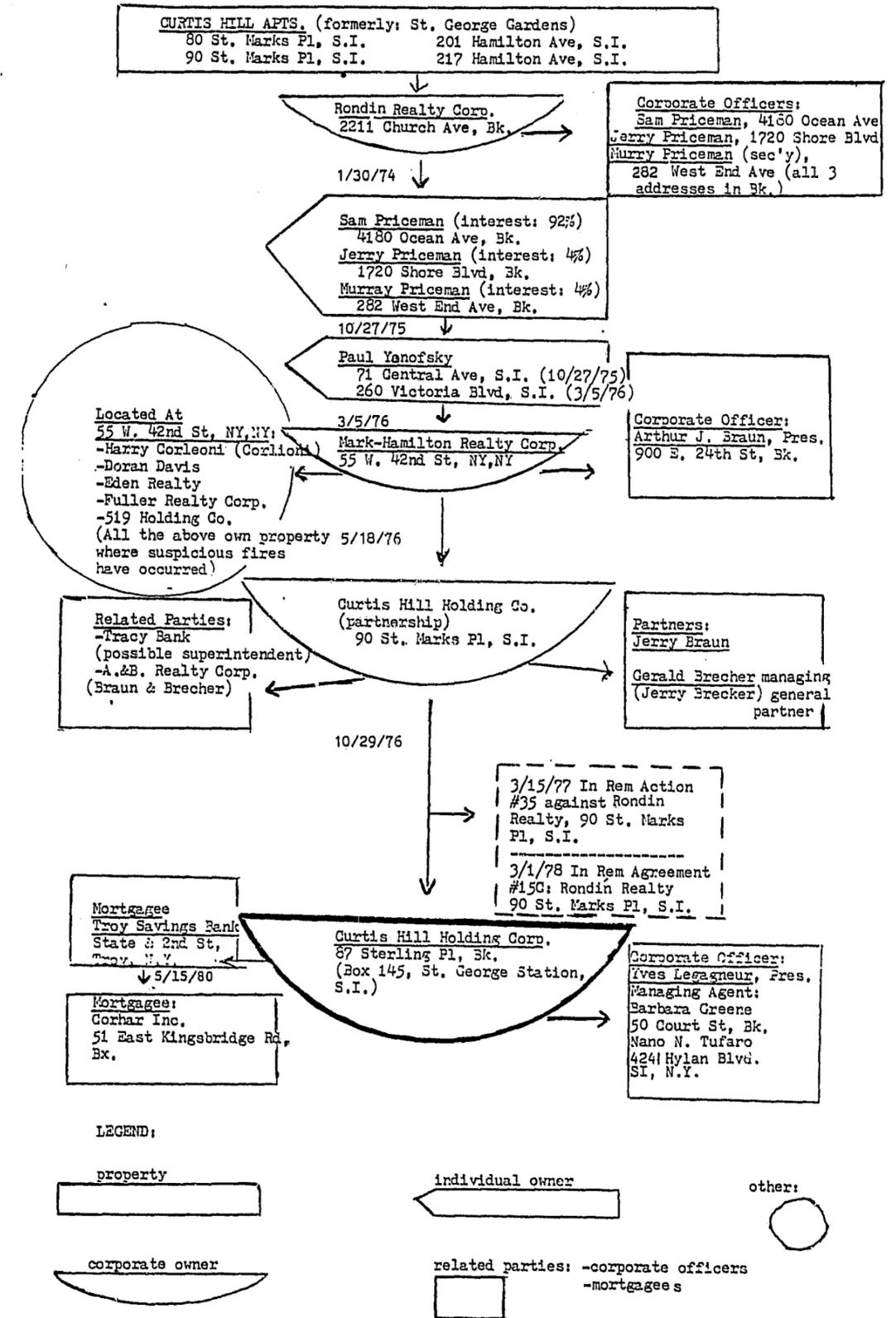
- 1) Real Estate Transfer Tax: a) amount: \$ _____ b) date: _____ mo _____ day _____ yr
- 2) Terms of Sale: sales price \$ _____
- 3) Mortgage Information: a) amount: \$ _____ b) date due: _____ mo _____ d _____ yr
c) interest: _____ % d) amount of installments: \$ _____
e) frequency of installments: quarterly _____ monthly _____ yearly _____
f) loan # _____
- 4) Title Information: a) title search # _____ b) Title Co. _____
- 5) Other: Assignment of eight (8) previous mortgages between Troy Savings Bank and:
1-St. George Gardens Inc. 2-Rondin Realty Corp. 3-Curtis Hill Holding Co.

NOTARY INFORMATION:

Name _____
Position & Company _____
Address _____ boro _____
Name _____
Address _____ boro _____
Position & Company _____

DEMONSTRATION

OWNERSHIP HISTORY - LINKS
(Parties with Interests)



Section E

Evaluation

The system established by the Arson-for-Profit Information Center is evaluated in the following three ways: the accuracy of the data that comprise the system is assessed; the type, number and sources of case referrals is analyzed and reactions of the system's users are sought and reviewed.

An assessment of the accuracy of the data which comprise the system is recommended during the experimental case research phase of system development. A comparison is made of data elements (names and addresses of parties with interest in the property, property addresses, structural data, etc.) obtained from more than one source (Finance Department computer system, Department of Housing Preservation and Development's computer system, City Registries, IFI Reports and case referral agencies). A preliminary assessment conducted on a small sample of cases serves as a basis for an overall evaluation of the system when it is in full-scale operation. It is used to refine and tailor research techniques and data forms to the specific information needs of arson investigators.

The second method of evaluation analyzes the type, number and sources of cases referred for research to the Information Center and indicates the degree of overall acceptance of the Center by the City's arson investigators and prosecutors. An analysis of this kind pinpoints the agencies using the Center's facilities most often and assists in identifying situations wherein duplications of efforts by agencies responsible for investigating and prosecuting arson exist.

The third way to evaluate the system is by reviewing feedback from user agencies. Meetings are scheduled on a regular basis with the coordinator from each user agency. Users' impressions, of the accuracy and value of each data element provided are sought in addition to suggestions for additions to or deletions from the system.

The effect of the Arson-for-Profit Information Center on individual cases and on the entire process for investigating and prosecuting arson cases is determined on the basis of three forms of evaluation. By assessing and analyzing, the data generated by the system, cases researched and the responses of the system's users, measures of the impact of the system on the law enforcement community are developed.

CHAPTER V

CONCLUSION

The response to the Arson-for-Profit Information Center has been enthusiastic. Over 2,600 cases have been referred to the Center since July 21, 1980. Requests for information about the system are being received from all over the nation.

The basic foundation built in New York City can and should be applied in other jurisdictions. The planning and developmental process for the system will be similar. After local variations in the availability and form of records are considered, the New York City example can be applied to develop an efficient and effective arson-for-profit research system.

Federal support for the Information Center ended in August 29, 1981. The Center's activities will be continued during fiscal year 1981-82 with funds allocated from New York City's tax levy budget.

END