

HOUSING AND DEVELOPMENT ADMINISTRATION
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE September 19, 1975

TO: Borough Office Managers

FROM: Blaise F. Parascandola, Assistant Commissioner

SUBJECT: Liaison for Central Billing Section
with the Office of the City Register

All borough office managers are requested to designate an employee in their section to act as liaison with the Office of the City Register to assist the Central Billing Section in determining the change of ownership of real property.

Because of the severe budgetary constraints and personnel loss in the City Register's Office, that office is not able to forward to other agencies, including the Central Billing Section of this Department, changes of owners of real property. Inasmuch as the location of the City Register's office is usually in the same building as the borough office, the procedure will be for a representative of the Department to obtain this information from the Register's office directly. The Office of the City Register has agreed to give us instruction and assistance in obtaining this information.

To accomplish this objective, after the representatives of each borough have been designated, there will be a meeting in my office to finalize this procedure.

Please forward to my office the name of the designated representative.


Blaise F. Parascandola
Assistant Commissioner

BFP:ASR
cc: Comm. Walsh
Dep. Comm. Jenkins
T.V. Burke ✓
H. Glantz
Boro Supts.

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