TO:        Distribution
FROM:      Stewart D. O'Brien, Deputy Commissioner
SUBJECT:   Complete Profile Information Form
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Attached please find a Complete Profile Information Form. Whenever an extraordinary event occurs (recent examples are the Bronx explosion, Staten Island explosion, etc.) the Borough Superintendent should see that the Complete Profile Information Form is immediately fill out and fax it to Vahe Tiryakian the Director of Public Information.

/dd
COMPLETE PROFILE INFORMATION FORM

1. Block, Lot Premises, Address Owner (City Owned) Legal Occupancy (C of O etc.)

2. Applications filed/scope of work

3. Name of applicant and engineer or architects and telephone

4. Permits issued (demolition work)

5. Violation/Summons (including HPD and Fire Prevention if occupied multiple dwelling)

6. Stop Work Order

7. Vacate Orders

8. Last Inspected (PIR Cards)

9. Criminal Court Dispositions

10. Local Laws (5, 10, 16, 41 etc.) compliance/violations

11. Controlled Inspections

12. Landmark Designation

13. Complaints

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