

**Requesting:  Policy Approval**

**\*This form is for New York Properties only\*  Endorsement Approval**

To: Stewart Title Guaranty Company Title No.:

E-mail: [HighLiPolicy@Stewart.com](mailto:HighLiPolicy@Stewart.com) Policy No.:

|  |  |
| --- | --- |
| From:  Name:  Agency:  E-Mail:  Phone: | Policy Amounts to be Issued:  Owner: $  Leasehold: $  Mortgage: $  Const. Mortg.:$  Other: $ |
| Property Address:  Tax Map ID: | Proposed Insured:  Owner:  Lessee:  Mortgagee:  Proposed Closing Date: mm/dd/yyyy |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The attached Certificate and Report of Title for the captioned transaction, which includes copies of all proposed endorsements, is herewith submitted for approval.

The search was run from to. (If not a full-length search, this must be explained.)

|  |
| --- |
| Company: |
| Title No.: |
| Policy Amount: $ |

Prior Insurance: Date:

Owner’s  Loan  other - specify:

Attached is a copy of the report and:  Survey  Tax map  Site plan  Proforma

Type of property:

1-4 Family Residential  Residential 6+  Residential Condo Unit  Residential Coop Unit

Coop Building  Commercial  Vacant Land  other - specify:

**DESCRIPTION OF THE TRANSACTION** (*i.e.,* purchase with mortgage, refinance, construction financing, etc.) Please be sure to indicate the reason that the transaction requires policy approval (e.g., exceeds a monetary threshold, a special endorsement is needed, other extra-hazardous risk, as contemplated in the yearly reminder bulletin, etc.)

**THIS SECTION MUST BE COMPLETED.**

If the transaction is a **Foreclosure** file; please complete a [**Foreclosure Certificate**](https://www.stewart.com/content/dam/stewart/Microsites/new-york/docs/foreclosure_certification.docx)**.**

If the transaction is a **Short Sale**, please complete the [**Short Sale Addendum**](https://www.stewart.com/content/dam/stewart/Microsites/new-york/docs/short_sale_certification_addendum.docx)**.**

**Request for Policy Approval**

1. Does the title involve any of the following? (check where appropriate):  Yes / No

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Tax/Mortgage Foreclosure |  | Bankruptcy |  | Cannabis |
|  | Any Other Litigation |  | Divorce |  | Energy (Oil/Wind/Solar) |
|  | Deed in Lieu of Foreclosure |  | Short Sale |  | Insuring over oil or gas leases |

1. Is the property near or crossed by a tidal or navigable body of water or wetlands?  Yes / No
2. Do the premises abut a legally opened street or highway?  Yes / No
3. Is there a survey of the property?  Yes / No
4. Does the survey agree with the tax map?  Yes / No
5. Does the survey agree with the record description?  Yes / No
6. Is co-insurance required?  Yes / No

*(If yes, please be sure to include the completed Co-Insurance Endorsement with the pro forma policy)*

*Approval for issuance of the herein requested title assurances is subject to the terms hereof and the provisions of the Underwriting Agreement. Such approval in no way alters the liability of the parties as set forth in the Underwriting Agreement as to the losses or claims arising out of issuance of such title assurances.*

*The matters noted on this request form, together with the documents accompanying this request, have been reviewed and issuance of the above-described title assurance is recommended.*

|  |  |
| --- | --- |
| Agency: |  |
| Title No.: |  |
| By: |  | Date: |  |
| Name: |  |

PLEASE SEE THE ANNEXED ADDENDUM FOR THE LIST OF ENDORSEMENTS THAT REQUIRE UNDERWRITER APPROVAL. IF ANY OF THOSE ENDORSEMENTS ARE BEING ISSUED, PLEASE CHECK THE ENDORSEMENTS BEING ISSUED.

**ENDORSEMENT ADDENDUM**

Pursuant to the TIRSA Rate Manual, the following endorsements require underwriter approval. Please check any of the following endorsements that are anticipated to be included with the policy:

TIRSA Additional Interest Endorsement

TIRSA Commercial Contract Vendee Endorsement

TIRSA Residential Contract Vendee Endorsement

ALTA 28.1-06 Encroachments – Boundaries and Easements Endorsement

ALTA 28.2-06 Boundaries and Easements – Described Improvements Endorsement

ALTA 28.3-06 Encroachments – Boundaries and Easements – Land Under Development Endorsement

ALTA 28-06 Easement – Damage or Enforced Removal Endorsement

ALTA 36.1-06 Energy Project – Leasehold/Easement – Loan Endorsement

ALTA 36.2-06 Energy Project – Leasehold – Owner’s Endorsement

ALTA 36.3-06 Energy Project – Leasehold – Loan Endorsement

ALTA 36.4-06 Energy Project – Covenants, Conditions and Restrictions – Land Under Development – Owner’s Endorsement

ALTA 36.5-06 Energy Project – Covenants, Conditions and Restrictions – Land Under Development – Loan Endorsement

ALTA 36.6-06 Energy Project – Encroachments Endorsement

ALTA 36.7-06 Energy Project – Fee Estate – Owner’s Endorsement

ALTA 36.8-06 Energy Project – Fee Estate – Loan Endorsement

ALTA 20-06 First Loss-Multiple Parcel Transactions Endorsement

TIRSA Identified Exception and Identified Risk Coverage Endorsement

TIRSA Mezzanine Financing Endorsement

TIRSA Mezzanine Financing Assignment of Proceeds Endorsement

ALTA 35-06 Minerals and Other Subsurface Substances – Buildings Endorsement

ALTA 35.1-06 Minerals and Other Subsurface Substances – Improvements Endorsement

ALTA 35.2-06 Minerals and Other Subsurface Substances – Described Improvements Endorsement

ALTA 35.3-06 Minerals and Other Subsurface Substances – Land Under Development Endorsement

TIRSA New York City Development Endorsement

TIRSA Non-Imputation Additional Insured – Owner’s Policy Only Endorsement

TIRSA Non-Imputation Investors/Full Equity Transfer – Owner’s Policy Only Endorsement

TIRSA Non-Imputation Investors/Partial Equity Transfer – Owner’s Policy Only Endorsement

ALTA 46-06 Option Endorsement

TIRSA Commercial Revolving Credit Endorsement for Commercial Credit Line Mortgages Which Secure a Maximum Principal Indebtedness of $3 Million or More

ALTA 9.9-06 Private Rights – Owner’s Endorsement

ALTA 9.6-06 Private Rights – Loan Endorsement

ALTA 9.6.1-06 Private Rights – Current Assessments – Loan Endorsement

ALTA 9.7-06 Private Rights – Restrictions, Encroachments, Minerals – Land Under Development – Loan Policy

ALTA 9.8-06 Private Rights – Covenants, Conditions and Restrictions – Land Under Development – Owner’s Endorsement

ALTA 9.1-06 Covenants, Conditions and Restrictions – Unimproved Land – Owner’s Endorsement

ALTA 9.2-06 Covenants, Conditions and Restrictions – Improved Land – Owner’s Policy

ALTA 9.3-06 Covenants, Conditions and Restrictions – Loan Policy

TIRSA Interest Rate Swap Agreement Additional Interest – Defined Amount Endorsement

ALTA 48 Tribal Waivers and Consents Endorsement

ALTA 27-06 Usury Endorsement

TIRSA 3-06 Zoning Endorsement

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***AREA BELOW THIS LINE IS FOR UNDERWRITER USE ONLY\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

Conditions: STEWART

Approved for issuance of policy as submitted



Date: