



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

Request for

☐ Policy Approval

☐ Endorsement Approval

To: Stewart Title Guaranty Company

E-mail: [HighLiPolicy@Stewart.com](mailto:HighLiPolicy@Stewart.com)

Title No.: \_\_\_\_\_

Policy No.: \_\_\_\_\_

From: \_\_\_\_\_

Name: \_\_\_\_\_

Agency: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Tel. \_\_\_\_\_

Policy Amounts to be Issued:

Owner: \$ \_\_\_\_\_

Leasehold: \$ \_\_\_\_\_

Mortgage: \$ \_\_\_\_\_

Const. Mortg.: \$ \_\_\_\_\_

Other: \$ \_\_\_\_\_

Property Address:

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

Proposed Insured:

Owner: \_\_\_\_\_

Lessee: \_\_\_\_\_

Mortgagee: \_\_\_\_\_

Tax Map ID: \_\_\_\_\_

Proposed Closing Date: \_\_\_\_\_

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.)

Prior Insurance: Company: \_\_\_\_\_ Date: \_\_\_\_\_

Title No.: \_\_\_\_\_

Policy Amount: \$ \_\_\_\_\_ ☐ 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**.

If the transaction is a **Short Sale**, please complete the **Short Sale Addendum**.

# Request for Policy Approval

1. Does the title involve any of the following? (check where appropriate): ☐ Yes / No ☐
- |  |                                     |  |
|--|-------------------------------------|--|
| <input type="checkbox"/> Tax/Mortgage Foreclosure    | <input type="checkbox"/> Bankruptcy | <input type="checkbox"/> Cannabis                        |
| <input type="checkbox"/> Any Other Litigation        | <input type="checkbox"/> Divorce    | <input type="checkbox"/> Energy (Oil/Wind/Solar)         |
| <input type="checkbox"/> Deed in Lieu of Foreclosure | <input type="checkbox"/> Short Sale | <input type="checkbox"/> Insuring over oil or gas leases |
2. Is the property near or crossed by a tidal or navigable body of water or wetlands? ☐ Yes / No ☐
3. Do the premises abut a legally opened street or highway? ☐ Yes / No ☐
4. Is there a survey of the property? ☐ Yes / No ☐
5. Does the survey agree with the tax map? ☐ Yes / No ☐
6. Does the survey agree with the record description? ☐ Yes / No ☐
7. 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 FOR UNDERWRITER USE ONLY**\*\*\*\*\*

Conditions:

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STEWART TITLE

Approved for issuance of policy as submitted

By: \_\_\_\_\_

Date: \_\_\_\_\_