

CHAPTER 5. INSURING

- 5-1. CASE ROUTING FOR DATA. When documents are submitted for an insurance endorsement, the case binder is routed to the Subdivision Unit for a duplicate 2800-3 and inclusion of lot size in the appropriate box. The case binder is then forwarded to the Data and Research Unit for the necessary data collecting. The case binder is then returned to the Insuring Unit for completion of the insuring process.

In addition to the normal insurance review, the closing clerk must make certain that the final inspection report, Form 2051, reflects the proper house type. This check is of added importance where prior approval is not required for a change of house type.