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AMERICAN TITLE ASSOCIATION

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TITLE
NEWS

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FEBRUARY, 1954

NUMBER 2



TITLE NEWS

Official Publication of

THE AMERICAN TITLE ASSOCIATION

3608 Guardian Building—Detroit 26, Michigan

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PRESIDENT EISENHOWER'S HOUSING MESSAGE TO CONGRESS

Following is the text of President Eisenhower's Housing Message to Congress on January 25, 1954:

To the Congress of the United States:

I submit herewith measures designed to promote the efforts of our people to acquire good homes, and to assist our communities to develop wholesome neighborhoods in which American families may live and prosper.

The development of conditions under which every American family can obtain good housing is a major objective of national policy. It is important for two reasons.

FIRST — Good housing in good neighborhoods is necessary for good citizenship and good health among our people.

SECOND—A high level of housing construction and vigorous community development are essential to the economic and social well-being of our country. It is therefore properly a concern of this Government to insure that opportunities are provided every American family to acquire a good home.

In working toward this goal, we must not be complacent. The Federal Government must provide aggressive and positive leadership. At the same time, actions and programs must be avoided that would make our citizens increasingly dependent upon the Federal Government to supply their housing needs.

We believe that needed progress

can best be made by full and effective utilization of our competitive economy with its vast resources for building and financing homes for our people.

The building of new homes provides only a partial solution to the housing problem. The nation has tremendous assets in its 37,000,000 existing nonfarm homes. The fact that 20,000,000 of these are owner-occupied demonstrates the continuing efforts of our people to have their own homes, where they can raise their families in self-respect and in good surroundings.

But 19,000,000 of our existing nonfarm homes are more than thirty years old. We must encourage the conservation and improvement of our existing supply of homes for the important contribution this can make to the raising of national housing standards.

Deficiencies Still Serious

Our housing deficiencies continue to be serious. Millions of our people still live in slums. Millions more live in run-down, declining neighborhoods. The national interest demands the elimination of slum conditions and the rehabilitation of declining neighborhoods. Many of our local communities have made good progress in this work and are eager to make further substantial improvements but

are hard put to find the needed resources.

The knowledge, the skills, the resources and, most important, the will to do this job already exist in the nation. We have a private home-building industry and home-financing institutions that are strong and vigorous. We have a highly skilled labor force. Savings are high.

While some of our communities are financially hard-pressed, they are increasingly alert to the need, both for improving their existing physical plants and for sound growth and development proportionate to their expanding populations. We have the unlimited resources which grow from the independence, pride and determination of the American citizen.

I am convinced that every American family can have a decent home if the builders, lenders and communities and the local, state and Federal governments, as well as individual citizens, will put their abilities and determination energetically to the task.

To help find the best way to meet our national housing needs, I recently appointed an advisory committee on Government housing policies and programs, consisting of leading citizens experienced in the problems of housing, mortgage finance and community development.

Under the chairmanship of the Housing and Home Finance Administrator, this committee has made an exhaustive study of existing Federal housing programs. It has also analyzed numerous proposals for the development of a program better adapted to our present housing requirements.

The conclusions of this committee, and the results of our own studies and experience in administering present housing laws, are reflected in the recommendations I am about to propose. Several of these recommendations provide an entirely new approach to the task of meeting our housing needs.

Neighborhood Rehabilitation, Slum Elimination, Prevention

In order to clear our slums and blighted areas and to improve our

communities, we must eliminate the causes of slums and blight. This is essentially a problem for our cities. However, Federal assistance is justified for communities which face up to the problem of neighborhood decay and undertake long-range programs directed to its prevention. The main elements of such programs should include:

FIRST—Prevention of the spread of blight into good areas of the community through strict enforcement of housing and neighborhood standards and strict occupancy controls;

SECOND—Rehabilitation of salvageable areas, turning them into sound, healthy neighborhoods by replanning, removing congestion, providing parks and playgrounds, reorganizing streets and traffic, and by facilitating physical rehabilitation of deteriorated structures;

THIRD—Clearance and redevelopment of nonsalvageable slums.

Existing housing programs permit an effective attack on only the third of these essential tasks. A new approach will help our communities to deal effectively with the other two. I, therefore, make the following recommendations:

(1)

Title I of the Housing Act of 1949 should be broadened. It should make available a program of loans and grants for the renovation of salvageable areas and for the outright elimination of nonsalvageable slums. Under this program, there would be immediately available for existing authorizations approximately \$700,000,000 of loan funds and \$250,000,000 in capital grant funds.

As our communities are enabled by this broadened authorization to increase the scope and pace of their efforts, I shall request such additional loan and grant authorizations as can be effectively used.

(2)

The Federal Housing Administration should be authorized to insure private credit used to rehabilitate homes in declining neighborhoods. This new program should be limited to specific areas where the local com-

munity has given adequate assurances that it will carry out a workable plan of neighborhood renewal.

(3)

A program of matching grants to states and metropolitan areas should be established to enable smaller communities and metropolitan area planning agencies to do the planning job which is necessary to arrest the spread of slum conditions. I recommend that the Congress authorize the appropriation of \$5,000,000 for this purpose.

II

Conservation, Improvement of Existing Housing

Because of the housing shortages that developed during the depression and war years, recent Federal housing activities have been directed mainly to increasing the production of new homes.

But while the high demand for new homes will continue, and while private activity will be encouraged to meet that demand, we must also undertake the long-delayed job of maintaining existing homes in good condition.

Millions of our people live in older homes in which they have invested their savings; our people and our economy will greatly benefit if these homes can be kept in good repair and are brought up to modern standards of comforts and conveniences.

It is not enough, therefore, to rehabilitate homes in obsolete neighborhoods. To encourage the maintenance and improvement of homes wherever located, I recommend the following additional amendments to the National Housing Act:

(1)

The maximum permissible terms authorized for the insurance of loans on existing homes should be made comparable to those available for new housing. This amendment will end the present discriminatory policy which favors the purchasing of new as against existing homes. It should have the important additional advantage of facilitating the trading in of older homes on new-home purchases.

(2)

The maximum loan which can be insured under Title I of the National Housing Act to repair and modernize single-family homes should be increased from \$2,500 to \$3,000 and the maximum term should be extended from three to five years. Comparable revising should be made in loan limitations and terms authorized for the rehabilitation of multiple dwellings.

Since the terms of such loans have not changed for fifteen years, these adjustments are obviously needed to help our citizens repair and improve their homes.

III

Housing for Low-Income Families

The continued lack of adequate housing, both new and used, for low-income families is evidence of past failures in improving the housing conditions of all of our people. Approval of my preceding recommendations will increase the opportunities of many families with low incomes to buy good older homes.

But a more direct and more positive approach to this serious problem must be taken by the Government. I recommend, therefore, a new and experimental program under which the Federal Housing Administration would be authorized to insure long-term loans of modest amounts, with low initial payment, on both new and existing dwellings, for low-income families.

The application of this new authority should be limited to those families who must seek other homes as a result of slum rehabilitation, conservation and similar activities in the public interest.

I recognize, as did the advisory committee, that this program represents a challenge to private builders and lenders. In order to assist them in meeting this challenge, a greater proportion of the risk should be underwritten by the Federal Housing Administration than it regularly insures.

The successful development of this program will afford a much greater proportion of our lower income families an opportunity to own or rent a suitable home.

Until these new programs have been fully tested and by actual performance have shown their success, we should continue at a reasonable level the public housing program authorized by the Housing Act of 1949. I recommend, therefore, that the Congress authorize construction, during the next four years, of 140,000 units of new public housing, to be built in annual increments of 35,000 units.

Special preference among eligible families should be given to those who must be relocated because of slum clearance, neighborhood rehabilitation or similar public actions. The continuance of this program will be reviewed before the end of the four-year period, when adequate evidence exists to determine the success of the other measures I have recommended.

In addition to this requested extension of the public housing program, the Housing Administrator will recommend amendments to correct various defects which experience has revealed in the present public housing program.

IV

Housing Problems of Minority Group Families

It must be frankly and honestly acknowledged that many members of minority groups, regardless of their income or their economic status, have had the least opportunity of all our citizens to acquire good homes.

Some progress, although far too little, has been made by the housing agency in encouraging the production and financing of adequate housing available to members of minority groups.

However, the administrative policies governing the operations of the several housing agencies must be, and they will be, materially strengthened and augmented in order to assure equal opportunity for all of our citizens to acquire, within their means, good and well-located homes.

We shall take steps to insure that families of minority groups displaced by urban redevelopment operations have a fair opportunity to acquire adequate housing; we shall prevent the dislocation of such families

through the misuse of slum clearance programs, and we shall encourage adequate mortgage financing for the construction of new housing for such families on good, well-located sites.

V

Modernization of National Housing Act

There are certain deficiencies and numerous obsolete and unnecessary provisions in the National Housing Act. The Housing Administrator will present to the appropriate committees of the Congress a number of proposals to modernize this basic law.

These recommendations will include a scale of mortgage ceilings more realistically related to the increased cost of both single-family and multi-family structures and complementary revisions in mortgage ceilings for cooperative projects.

VI

Adjustment of U. S. Insured or Guaranteed Mortgages

Because inflationary or deflationary pressures can be accentuated or diminished by mortgage credit terms, Government operations in connection with the insurance or guarantee of mortgage loans should be judiciously adjusted to prevailing economic conditions.

The Congress has already given the President limited authority to adjust from time to time, in the light of economic conditions, the permissible terms on Government-guaranteed and insured mortgages. I urge the Congress to broaden this authority to cover all loans insured by the Federal Housing Administration and guaranteed by the Veterans Administration.

Such authority would permit adjustments, within appropriate statutory limits, in maximum interest rates and in loan-to-value ratios and maturities.

This action by the Congress would materially strengthen our ability to stabilize economic activity and high levels of production and employment. A fuller discussion of the importance of this recommendation will be included in the economic report to be submitted to the Congress on Jan. 28.

VII

Secondary Mortgage Market

In recent years the Federal National Mortgage Association has functioned as a primary lender rather than as a secondary source with substantial frozen investments in guaranteed and insured mortgages. Because of the terms on which these mortgages were written and the prices at which they were purchased, they are not readily salable in the private market. The following changes should therefore be made:

(1)

The Federal National Mortgage Association should be reorganized to require the users of the facility to invest funds on a basis which would eventually permit the full retirement of Government funds from secondary mortgage market operations.

The Federal Government should be enabled to purchase the initial stock of the reorganized association, but private capital funds supplied by the users of the facility should be built up to speed the retirement of the Government's initial investment.

(2)

The reorganized Federal National Mortgage Association should be given three basic responsibilities:

FIRST—it should be authorized to issue its own nonguaranteed debentures on the private market. With the funds so obtained, it can perform a desirable service by buying mortgages at market rates in areas where investment funds are scarce, for resale in areas where there is a surplus of funds. There is need for an organization to carry out this true function of a secondary market.

SECOND — The new association should be authorized to manage and liquidate present mortgage holdings which are Government-owned assets. It should be made clear that such liquidation is to be accomplished in an orderly manner and in such a way as to protect the interest of the individual borrower. Since Treasury funds were used in the acquisition of these assets, all proceeds of this liquidation should be returned to the Treasury.

THIRD—The President should be enabled to authorize the Federal National Mortgage Association to borrow directly from the Treasury for the sole purpose of purchasing certain kinds and types of insured and guaranteed loans when the President determines such action to be necessary in the public interest.

For this purpose the borrowing authority of the association should be limited to a reasonable amount, to be made available from the present Treasury borrowing authorization of the association.

Although outright primary support for certain types of loans may be desirable in the public interest from time to time, this support should be clearly identified as the direct use of Treasury funds for mortgage purchasing, and the extent of such support should be closely controlled.

Approval of these recommendations will correct the most serious defects of the present mortgage purchasing operations of the Federal Government and will authorize an effective secondary market facility, relying primarily on private financing. It will also provide flexible authority under which the Federal Government could directly purchase mortgages, should economic conditions and the public interest indicate the need for such action.

VIII

Reorganization of Federal Housing Activities

The present organization of Federal housing activities is unsatisfactory. The Housing and Home Finance agency is a loosely knit federation of separate organizations. Its present structure is cumbersome, inefficient and lacks clear-cut recognition of administrative authority. The result is confusing to the public.

Neither the Congress nor the Executive Branch can expect it to achieve good and efficient management under its present structure. I shall, therefore, submit to the Congress a reorganization plan to provide a better grouping of housing activities headed by an administrator with adequate supervisory authority.

I believe that this message offers

the means whereby our nation may provide more and better homes for our families. By applying these recommendations we shall add to the comfort and the health of our people; we shall strengthen the economic and social fibers of our nation, and we shall reinforce the freedom and self-

reliance which have brought greatness to our land.

I urge, therefore, that the Congress give to these recommendations its early and favorable consideration.

DWIGHT D. EISENHOWER.

The White House,
Jan. 25, 1954.

PLANNING A TITLE OFFICE

BETTER TO SERVE THE PUBLIC MORE CONVENIENT OPERATION

A never ending topic of interest to members of our profession is the Title Plant—its building, maintenance, its rebuilding and re-making, and its physical arrangement within the building. The marvelous work of our Committee on Title Plants, headed by Mr. C. Perry Liverton, of Philadelphia, has produced many benefits to members. He and other members of his Committee have made valuable contributions.

But their work is like the perfect house. It never has been built, nor has the perfect plant, perfectly housed, come over the horizon—and it never will. New methods and procedures, new operating machinery, new mechanical devices come into the market places. Many are applicable to us, and are adopted.

One of the topics on which studies can be and are being made is housing the title plant. We have carried in "Title News" a few such—too few. We hope to procure more.

Contributing to the studies on Plant and Housing, the California Land Title Association caused a survey to be made among its members. That includes not only the title companies of California, in metropolitan centers and in rural areas, but also associate members in Washington, Oregon, Arizona and Nevada. The results are reported in excellent papers. One was one related to housing of the title plant and collateral matters. The survey on this was conducted by Mr. Clifton H. Woodhams, Executive Vice-President, San Mateo County Title Company, Redwood City, California.

Another covers the subject of "Title Plant Arrangement." The author is Mr. Warren Fletcher, Vice President and Chief Engineer, Security Title Insurance Company, Los Angeles, California.

Both reports were presented by these distinguished title men at the last convention of the California Land Title Association. We invite your careful study of these.—J.E.S.

CLIFTON H. WOODHAMS

Executive Vice-President, San Mateo County Title Company, Redwood City

A few weeks ago we sent a Questionnaire to all member companies for the purpose of obtaining statements of experience of many companies which had enlarged or altered their title offices, or which had constructed new offices. We imagined that from the answers to the Questionnaire we would be able to announce some formulas applicable to the subject assigned to us, but now we are in doubt about the formula business.

The response has been excellent. Out of 130 offices to which forms were mailed by the C. L. T. A. office, 60 answered the roll call, and that is very gratifying. Thank you very much. Some had no recent building experience and wrote a friendly note to say so, one office accounted with general and helpful comment for a multiple of branch offices, so finally there were 26 quite complete schedules of the information requested.

To begin with we assumed that the number of employees in a given office would indicate to some extent the size of the office operation, and would establish the need for main floor space, lobby space, counter area, escrow tables or booths, and telephone facilities; we think that assumption is correct when applied to total employees and total building area to arrive at overall average square feet per employee, but our attempt to determine square feet area within departments did not succeed. There are too many variables, and it is apparent that each office planner must analyze:

- the maintenance job
- the production job
- the selling job
- the service job
- the size of the county
- the proximity of population centers

because these items affect us differently in different localities. However, it is hoped that bringing the experiences of many together in a report may be helpful. Will you please recognize that our own experience has been entirely with moderate sized offices and it is difficult to think in terms of multi-story buildings and hundreds of employees. Most of the remarks apply to offices away from Metropolitan areas. With all due respect to the giant companies, we would like to consider the data with reference to those offices at the end of the report after we have presented what we can for the smaller operators.

Today we are in Southern California and are enjoying the fine climate and beautiful surroundings and many of our listeners are from the Southern counties; some may not know that there is great variance in our detail of work as we deal with the public in various parts of the State, so please permit this explanation—

Our basic work is much alike throughout the State—obtaining title information, organizing and maintaining plants, examining records, issuing reports and policies are routines of all offices.

In Southern title offices very little direct escrow work is done, whereas in Northern California the Title Com-

panies handle the Escrow details for the majority of the orders.

In Southern California there are independent Escrow Companies, and Escrow Departments in Banks in many cities, and in areas distant from County seats, so that the business and work of handling escrows is to a large extent separated from the title office activity.

In Northern California the Realtors, Banks, Life Insurance Companies, Building and Loan Associations, lending agencies, contractors, subdividers, buyers and sellers through a realty office or dealing direct, all receive the attention of the Escrow Departments of the issuing Title Company. Much of the work is handled by mail, but a great deal is done by direct service to the clients as they call at the offices. This work requires space, facilities of counters and desks, and personnel far beyond that necessary for Southern title offices. In many cases, branch offices have been established in population centers other than the County seat. Obviously the purpose of the branch is to gain and serve more clients, and to reduce the travel effort and time of the customers. The activity of the branch office is largely Escrow work, waiting directly upon the broker and his principals, who come to the title office. Incidental to the branch office there is necessity for messenger service to and from the home office to facilitate prompt recording of documents and delivery of checks. The client traffic in the home offices and branch offices in Northern California is often very heavy, and requires good office planning; this traffic is also very interesting, and this traffic is highly desirable, as the Escrow Officer applies the schedule of rates to many who come.

In this client traffic there is considerable variance in different localities, due to shifting population centers, geography and local customs, so the office planner should observe, analyze, perhaps predict, take into account the growth of his county and his business opportunity, determine whether his branch offices will relieve or accelerate the home office work. We know of offices in adjacent coun-

ties doing comparable volumes of business wherein one needs only a few feet of counter facilities as most of the escrow work is handled by mail, and the other is justified in five times as much counter and desk facilities because the clients go directly to the office. Just a local detail, but has a bearing on office planning.

So much for explanation of Northern and Southern differences, and our subject is still "PLANNING THE TITLE OFFICE."

After spending many hours tabulating the data sent in by the Questionnaires—adding columns of figures for how many employees, how many square feet, how many cars parked, how much lunch or coffee, and trying to strike averages or reach conclusions as to the ideal in planning areas and facilities for a title office, we decided that we were trying to average factors that would not average—we were trying to add unlike items and we were running up many blind alleys of thinking. The word "average" was causing the disturbance. It is a dangerous word anyway. Average or not, we believe that from our study we can now submit

1. Some facts
2. Some trends
3. A few ideas or features.

Some Facts

A tabulation of the total square feet of main floor, basement, and mezzanines used by 22 companies employing a total of 800 people showed the average area per employee to be 225 sq. ft.

By individual offices the areas ranged from 114 sq. ft. per employee to 510 sq. ft. per employee.

To the extent that it was reported, the average Plant work Space appeared as 140 sq. ft. per employee assigned to Plant work.

The average Escrow Work Space appeared as 155 sq. ft. per employee assigned to Escrow Work.

The average counter lengths or table space appeared as 5 ft. per Escrow Employee.

In some cases the basement area reported appeared to be disproportionate to the main floor operating

area, and made the square foot calculation look silly, but we see the answer — A new building is being planned with ground floor area to take care of present needs, with moderate estimate for expansion; from the experience of operating in the old office down the street, and from the activity of the county, the company designs new space for its Executives' desks, library, main office area to serve the public, adequate plant space for the increasing volume of Maps and records, whether by Tract Books, I.B.M. Cards, or other devices (Warren Fletcher will tell you all about that), and determines that X square feet will be required and will be justified. Consideration is given to photographing records, to the question of the bulky storage of old files versus micro filming and destruction of some files (also Warren Fletcher's subject) and the company decides to put a basement under the new building. It is easier to build an entire basement than a partial basement, so the plan winds up with basement area equal to all the ground floor area and somebody has storage space enough for sixty years. That is all right, and good planning, but it upsets the fellow who is trying to make a report based upon dividing the number of employees **presently** employed into the total square feet, to get an average. Many employees will come and go in those sixty years; there is bound to be a turnover, even among title people, and some won't be able to turn over, so take your choice on area data and don't quote me.

Still under the heading of Facts, we submit that 24 of our members reported recent alterations or enlargements of office space, or construction of new buildings. Four of these companies engaged a professional consultant (other than the architect) and twenty did not. Eleven of the companies increased main floor areas by approximately 100 per cent. Twelve companies increased lobby space areas more than 110 per cent. Only a few reported on cost per square foot, but it is interesting to note the amounts—\$10.00, \$12.80, \$16.90, \$16.50, \$17.00, \$16.87, \$16.00.

NOW TO REPORT SOME TRENDS:

Services

Provision for additional clients' parking is being made. Two-thirds of the offices reporting showed either increased facilities or new parking where none had been available before. A few make use of nearby commercial lots and validate the tickets. Five of the companies have space for employees' cars; eighteen do not.

The topic "SPECIAL PROVISION TO SERVE CUSTOMERS FROM PLANT" was included in our questionnaire because we recalled the arrangement in the new office of Reliance Title Co., Santa Ana. In that office a short hall leads from the general lobby space to a counter marking the boundary of the plant area. Personnel from the Plant Dept. wait upon clients who, within the limitation of the office rules, receive information from the plant, map data, identification of property, and so forth. Comments from members were as follows:

"Free Plant Information by telephone"

"Phone extension reaches all tract books"

"Table, counter and phone shared with customers"

"Complete Plant and Engineering Information"

"Telephone or personal inquiries answered from plant"

"We give attorneys free information from plant"

"We have entrance from parking lot to plant"

The practice of serving clients from the plant area seems to be quite general. We learn of offices which have a series of telephone jacks in the plant area, and girls with headphones who answer phone inquiries directly from the appropriate book, with minimum time and effort. We presume these services are usually for the contact value, and are not for any direct fee. In our own office we often take people into the plant and spend a few minutes in explanation; to home owners and purchasers this serves to impress them with the complexities of our business and the accuracy of our services; to brokers and lending agencies it supplies items of useful

information with good chance of subsequent orders.

Stenographers' Pool

Perhaps under services we should now report on "ESCROW STENOGRAPHERS IN POOL, OR SERVING INDIVIDUAL ESCROW OFFICERS"—which was line 45 of our Questionnaire. From the offices listed the score was about 4 to 1 in favor of the individual plan. In Fresno and other valley cities we find the stenographers in the pool, but in Phoenix, where some say it really gets hot, we find the Executives in the pool also.

Some Trends

Materials and Facilities:

Acoustical materials on ceilings or walls or both was reported in every case of alteration or new building.

Floor materials—the score for

Rubber floor tile	6
Asphalt tile	13
Cork and asphalt	1

The score for

Fluorescent lighting	20
Incandescent lighting	6

Three were changing back from Fluorescent to Incandescent.

Power and telephone conduits were recommended by many to be installed generously—

"Separate conduits for phone and power placed in concrete floor 6½ ft. apart, with places to cut in every two feet"

"Continuous floor conduit"

"Have fixed location outlets in floor; should have investigated continuous conduit more thoroughly"

One company recommended by trade name—"NEPODUCT"

"provides electrical outlet power and phone every two feet."

Intercom

Two-thirds of the offices reporting had some type of Intercom system, either electronic, sound powered, or telephone company's installation.

We found full air conditioning in eleven buildings; air cooling in four; circulation only in nine.

The man in Santa Barbara took ex-

ception to our even asking the question of air conditioning—In Santa Barbara?

A number of companies in various localities report the installation of Escrow Booths—

Interesting data from Las Vegas office—

10 Escrow Booths

One of those gaming establishments next door

Escrow Officers with multiple talents.

"Sit Down Counters"

There may be a misunderstanding of the term. To us it means "area in the regular counter line reduced in height to table level, with chairs on the lobby side for clients, and a chair on the office side for the worker."

Apparently 10 offices, upon remodeling or building, have installed a total of 30 Sit Down Counters where none were used before.

We found the ideal in counter arrangement reported from a small office in a mountain county of Northern California. With a staff of 4 people, the only counter is the top of a filing cabinet 29"x36". So much better than the City arrangement, it seems to imply that if no one shows up at the counter for 3 or 4 days, the owner can go fishing. Perfect.

Coffee—Lunch Room

Office facilities for the "coffee break" are being installed quite generally. Our tabulation shows twice as many in new quarters as were available in old quarters.

Facilities for Entertaining Children

Our title industry has made very little provision for the little people. One member reported that he keeps a supply of peppermint sticks on hand. He did not say how he placates the mother after Mary is nice and sticky and has a stomachache. We know of another office which has a school type desk and seat, with crayons and paper and a few nursery books. Probably any resourceful title man who is a father or grandfather can settle a wiggly youngster with a scratch pad and pencil and a quick sketch of a cat.

Vaults and Plant Gadgets

Warren Fletcher will tell you.

Basement locations generally are remaining underground, but one title man put his upstairs and said so. We don't know where the roof is—around the corner, probably.

A Few Ideas and Features

Here is Comment from a Home Office which has responsibility of planning a number of smaller offices—

"We favor wide open type of office for more flexible use of space, for better supervision, better appearance, better lighting and ventilation and more economical construction. The building is then not a single purpose building and therefore is better investment asset."

We are sure our real estate friends will agree with that.

One company in California has a conference room available to public groups for evening gatherings. No charge is made. The room will accommodate 25 people.

The same idea with some elaboration is presented by Clackamas County Branch, Title & Trust Company—Oregon City, Oregon. Briefly, the special feature of its new building is a public relations room and coffee lounge. The room is built with a separate entrance from the parking lot and with a sliding door separating it from the work area of the building. Many groups in the community use it for evening meetings, returning the key in the morning. Coffee facilities are included in the courtesies extended to these groups. The same area is used by the employees for coffee breaks.

The excellent letter from this office is incorporated in this report.

Clackamas County Branch, Title and Trust Company, Oregon City, Oregon

The outstanding feature of our building is our public relations room and coffee lounge. This room is provided with a separate entrance at the back of the building and may be completely separated from the rest of the building by closing a sliding door. We are thus able to give the key to

the room to different groups in our community so that they can use it for a meeting room. For example, various organizations sponsored by the Clackamas County Agricultural Agent's Office meet in our room in the evening. Other groups using the room at the present time are the Business and Professional Women's Club, Oregon State Mothers' Club, Soroptomists, and Clackamas County Realty Board. Those clubs in which our company does not have membership are given the key to the meeting room and they return it the next morning. They are allowed to use our coffee facilities. The arrangement of the building provides them with rest rooms and a clothes closet. The public relations room opens on our parking lot, where they may park their cars. This room is used by our employees for their morning and afternoon coffee breaks.

Construction

Another feature of the building is the type of construction. The building has concrete walls, floors and ceiling, and fireproof doors. The only opening through which natural light enters the building is the front entrance. We feel that we have gained a maximum of fire protection and are also getting top efficiency from our lighting system. This type of construction is used to eliminate the necessity for erecting a vault for the storage of records. It is felt that we can more efficiently operate our office without the use of a vault.

Conduits

Another special feature is the nepoduct conduit in the floor. This conduit provides for electrical and telephone outlets at two-foot intervals. The nepoduct conduit is installed one-fourth inch below the floor and whenever an additional outlet is desired a cut is made in the asphalt tile and the conduit is opened so that an outlet can be installed.

Another feature which works very nicely is our escrow and conference room. This room has walls which go to the ceiling and provides the Manager with a room if he desires privacy, and permits us to take custom-

ers from the counter into the conference room when desired.

Lastly, another feature of the building is a storage wall partition as shown on the attached sketch. This partial partition was attached to steel shelving with swinging doors in the center aisle. The partition has three full-length doors on each side with hidden latches and hidden hinges. It gives the appearance of a solid wall when the doors are closed, and provides dust-proof shelving for the storage of office supplies. The closed files and the daily take-off are stored on the shelving behind the partition. This partition breaks the length of the building and separates the people who are working in the title plant from the cashier, the typists, the closing, counter, and escrow departments, and the Manager, who are ahead of the partition.

Land Title Insurance Company

At this point we will introduce in full the helpful letter from Hale Warn, Jr., President of the Land Title Insurance Company, new home office in Los Angeles, and will highlight it briefly:—

Services of a professional planner were used.

Ground floor area	20,200 sq. ft.
Mezzanine area	3,400 sq. ft.
Basement area	5,700 sq. ft.

This is a micro film and I.B.M. equipment operation.

Acoustic materials and carpeted floors in some areas keep noise down to a minimum.

Automatic telephone exchange is to be installed with capacity of 200 extensions.

Free phone service to 27 "extended areas" is provided.

Print shop installed in the basement.

Coffee, milk, chocolate milk, and tea are provided free to the personnel, in a nice lunch room.

As you probably know, we recently moved the home office location Land Title Insurance Company from our own building at 523 South Spring Street in downtown Los Angeles to leased premises in the newly constructed Tishman Building located at

3444 Wilshire Boulevard, approximately three miles west of our former location.

The primary purpose in our making such a move was that our former premises were not adequate to properly service our work and meet the service provided by our competition. Our former location was a very narrow building, being approximately twenty-three feet in width and having a basement and three stories serviced by a single, self-operated elevator. Our thought was that the most advantageous layout from our standpoint was to have as large a square foot area on a single floor as possible in order to eliminate all of the wasted time involved in the elevator operation and the stairway between floors. The premises which we have leased include 20,200 square feet on the ground floor of the building, having a frontage on Wilshire Boulevard of 147 feet and a depth of 150 feet. In addition, there is a mezzanine area of approximately 3,400 square feet connected to the main floor area by two short stairways. We also have under lease 5,700 square feet of basement area connected to the ground floor by an inside stairway.

As you probably know, our plant operation is done by microfilming and the utilization of I.B.M. equipment, including key punch machines, sorters, collators and printers, and does not involve the use of the lot book system. We have been in our new quarters one month now and find the same considerably more efficient, both from the standpoint of efficient service and personnel morale. Good lighting, air conditioning and adequate spacing of the respective work areas have been major factors in the improvement.

There are some matters on your questionnaire which I feel we might enlarge upon a little and will do so in this letter by referring to the numbered items set forth in your questionnaire:

Planning

3. We engaged a professional office planner who took the original departmental layout prepared by our own staff and made recommendations

on the same and was of considerable assistance both in the office layout and in preparing for the physical move which was done between Friday night and Sunday afternoon.

Escrow

5. In our county, the title companies handle a very small portion of the escrow business as this function is performed primarily by the escrow departments of the various banks, savings and loan associations and independent escrow companies, thus accounting for the very small number of persons involved in escrow functions in our company.

7. We have inserted no figure relative to this item because all of the I.B.M. equipment used by us is necessarily on a rental basis, and any figure which we might put in pertaining to furniture and fixtures owned by the company would not be an indicative figure.

11. We have provided for no counter in our new quarters due to the fact of the small volume of escrow business, which escrow business is done entirely in the escrow booths; and such other of the public as may come through the office is adequately serviced by both the main or front entrance and parking lot entrance receptionists.

Parking

15 and 16. The parking lot owned and operated by the landlord is a twelve-acre parking lot for use of the tenants of the building, and under the terms of our lease, we are assured at all times of more than adequate parking facilities for our employees and clients. Customer parking is handled on a ticket validation basis and is proving to be very satisfactory. Monthly parking is provided certain officers of the company as well as our "outside men" and our A.T.A. inspectors. The cost of monthly parking for other employees who have the privilege of parking in the building lot are paid for, however, by the employee himself.

Phones

18. The number of phone trunks in our new quarters is at the present time inadequate; however, that is due

to the fact that while we have an automatic board on order it will not be delivered for several months, and primarily all of our intra-office calls now have to go through the switchboard. As soon as our automatic board arrives, however, this congestion will be eliminated, and the new board will adequately handle up to two hundred extensions. In this connection, it is my belief that an automatic board is a vital necessity both from the standpoint of good service to the clients and in order to acquire and maintain a friendly relationship between company personnel and clients.

We provide our clients with free telephone service to the office from twenty-seven extended areas (toll charge) by the use of a "ZENith number" which I presume is the same as you referred to in your letter as "enterprise."

23 and 24. The building in which we are housed is actually three separate twelve-story buildings connected with a single ground floor which contains 500,000 square feet of which we are occupying only 29,300 square feet.

Basement

25. The 5,700 feet of basement area is actually only used for employee lounge and lunch room, dead file storage and our own print shop where we print primarily all of the forms that we use. The only work area used in the basement is that of the print shop. However, I might mention that we have recently remodeled a portion of our San Diego Building and have put all of our plant and title department operations in the basement area, and with proper lighting and air conditioning it has worked out very well.

Dumb Waiter

28. We have provided a small manually operated dumb waiter between our I.B.M. Department on the main floor, which does a great deal of accounting statistical work, and our accounting department on the mezzanine directly above, which eliminates many steps between the two departments.

Coffee Lounge

32, 33, and 34. We do have in our basement area a very nice space for the personnel where we serve coffee, milk, chocolate milk and tea, free of charge to the employees. We do not serve any food nor do we provide facilities for the preparation of food, but it is a very convenient and comfortable place for the personnel to spend their morning and afternoon rest periods without leaving the building. It also provides a place for them to eat their lunches, which many of them bring. This arrangement appears to me to be quite satisfactory—February Title News isfactory.

Acoustics

35. We have utilized acoustic ceilings throughout and have also used acoustic tile on the walls in the key punch room and I.B.M. equipment room, extended down from the ceiling three feet in order to cut down considerably on the amount of noise forthcoming from the operation. In addition, we have carpeted the floors of both the key punch and tab room sections and have found the combination of carpeting and acoustic tile to be very effective. We have used fluorescent lighting practically throughout but located our engineering and drafting department alongside of the rear windows so that they are utilizing natural daylight to the greatest extent. Fluorescent lighting for the engineering and drafting work has proven to be troublesome.

Duplicate Film

36. Inasmuch as the basis of our plant is microfilm, our protection is the filing of duplicate film in a fire-proof vault, but the plant from which we work is not so protected.

San Mateo County Title Company

We are thoughtful that it will be unbecoming and ungracious to boast about the office of the San Mateo County Title Company at Redwood City, but we **did** Plan it for Better Service to the Public and more Efficient Operation.

We employed an architect but not a professional planner of spaces; we outlined our areas on drawing boards

and we spent many weeks pushing little scale size cardboard desks and other fixtures into all possible positions; we built the new building and after one year of occupancy find that it succeeds quite well. May we present it briefly?

Location—Approach

It is located on a corner, opposite the Court House block. For a present personnel of 42 (exclusive of branch office) we have ground floor area 75'x105', basement area equal, and mezzanine area of 40'x75'. Parking lot is 100'x150' and provides ample space for clients and also for all employees. Obviously these areas allow for increase of staff. We planned to have free circulation of customer traffic, and personnel traffic, orderly movement of work, accessibility to all sections, good lighting, heating and ventilating, and acoustics, and beauty in good taste to please our clients and to make attractive work areas.

Main entrance from the street corner opens into a lobby 9 feet wide—L-shaped; secondary entrance is at the opposite end of the building and leads from the parking lot through a short hall, passing the plant department to the front office. There is access to the Plant Dept. from the hall, but the frosted glass partition prevents distracting attention.

From either approach, the client in the lobby sees a front office 75'x65', with an attractive alignment of desks, cashier section accessible but not in the way, an unusual stairway leading to the mezzanine, panelled walls to a height of 7½ feet, and above that squares of Acoustone on walls and ceiling which make a beautiful random pattern. In the foreground of the clients' view there is a beautiful L-shaped counter of bleached mahogany wood, with matching formica top; at the left end of the counter there are three lengths of sit-down counter built of the same materials, each six feet long, with red cushioned chairs for 3 visitors by each table; there is a frosted glass barrier between these sit-down counters, which are set at a slight angle for a unique appearance and to add to the privacy;

at the right end of the high counter there is another low-level counter which divides the lobby from the executives' section. The escrow officers do not sit immediately behind these counter tables, but advance from their desks to wait upon clients at high counter or table as seems appropriate. There are no fences or barriers other than the counter between lobby and general office area. At the rear of the large room there is one Escrow room for use when the occasion brings more than 3 or 4 people in one transaction. Telephone jacks in the three sit-down counters and in the end of the high counter, with one telephone instrument to move around provides enough telephone for this area.

Phones

The P.B.X. with seven trunks is at the base of the stairway. In this area is a small ground floor vault which stores the corporate papers and cashier's valuables, and order envelopes current and back about two years. Near the door of the vault is the desk of the file girl, responsible for getting the order envelopes for mail, telephone, and counter calls. A voice-powered intercom system, independent of the P.B.X. is installed with some 15 stations, and saves many steps. The receiver and mouthpiece of the intercom is telephone type (not broadcast box) and causes no confusing noises. One station is on the file girl's desk, and there is also a chime which she can hear if away from the desk.

Incoming mail, and outgoing mail are handled on separate desks in this front room, and there are desks for recording clerks and order clerk. One feature of our order desk which helps us to service the public is a 2-way set of Indices. In addition to the usual number sequence order book, we enter in a fast alphabetical order in one cover all Brokers, Banks, Life Insurance lenders, etc.; in another cover we enter owners' names, and buyers' names whenever known to us. The entries include a quickie description, the date, and of course the order number. (Order numbers are also entered in the property account in the Tract Books.)

General

Escrow Officers and clients have easy access to the adjoining Plant Dept. whenever necessary.

We will not describe efficient plant department, maintained by photo take-off, drafting section with excellent light and facilities, quiet and attractive copy rooms, all on this ground floor. We will only mention

mezzanine with library or worry room, director's room (which we invite small local committees to use), rest rooms, and kitchen 16'x40', with good coffee and lunch facilities. With good coffee our people stay on the premises throughout their work day, and they stay in our employment year after year. Clients come, too, to this office planned for better service and for more efficient operation.

TITLE PLANT ARRANGEMENT

WARREN FLETCHER

Vice-President and Chief Engineer, Security Title Insurance Company, Los Angeles

President Harvey, Ladies and Gentlemen of the Convention:

You have heard the question—and I'll repeat it—"What is New in Title Plant Arrangement?"

Are you ready?—Very well, I should like to begin by disqualifying myself—particularly as to new arrangement of so-called mechanical and/or microfilm plants. While I think I understand the basic principles of these types of plants, I have not actually worked with them nor become familiar enough with their operation to know what recent improvements they may have made in their arrangements. Neither have I heard of any old-fashioned plants that have changed to these systems.

Having thus partially disqualified myself I should like to present an alibi for the remainder of my paper, my alibi being based on the old adage that "There's nothing new under the sun." That just about takes care of my information on "New Arrangements of Title Plants."

However, I do have some information about the adaptation of some old ideas to new title buildings that may be of interest to you—and there is an asterisk appearing after the phrase "New Title Buildings" which refers to a footnote that reads: "Based on plans used or contemplated for new buildings by Security Title after studying the ideas used by you, our friends and competitors, in the

buildings you have built." I might add that a study of the work-flow, or a time-and-motion study of our plant and searching procedure, has aided in influencing our plant arrangements.

At present we are in the middle of the construction of a new building for our El Centro office. About two years ago we completed a new building for one of our larger offices. And we are now in the process of drawing final plans for construction of another new building. So we have been on the alert constantly for the past three or four years for any new ideas in arrangement that would be adaptable to our offices. I shall describe a few of the ideas we are using, hoping they may help you to avoid them if they seem unworthy of use in your systems.

TIME AND MOTION STUDY

Arrangement

Of course, we try to make our over-all plant arrangement accommodate the natural flow of an order. By placing our Searching Department in the center of a "U" we then place our Map Department on one side of the "U", our Lot Book counters across the back, or bottom of the "U", with the general index counter centrally located in relation to the front of the Lot Book counter, and place the take-off on the other side of the "U." In the past we used to bind our press copies and our latest planning locates

our bound copies of policies, better known as press copies, on a shelf above the Lot Books, supplemented by filing cases in which we now place copies of all policies, filed loose-leaf, which we generally locate between the Map Department and Lot Book counter.

Maps

Speaking of our Map Department, we prefer to have a complete set of record maps, including Record of Surveys and Government Township Plats, filed in binders, or in some cases filed loose-leaf in a vertical filing case—these to be used for reference purposes mainly. In addition to the record maps we like to have a complete set of Assessor's Maps covering the entire county, if available, these to be kept up-to-date as to new roads and highways and new subdivisions. The new subdivisions may simply be outlined. These maps then act as location maps for properties not subdivided by record maps or not arbitrated by our Engineering Department.

Regarding maps for policies, we have developed a system whereby from one photographic laboratory we have set up each of our operating offices with an inventory of reduced prints of all record maps, and in several cases, reductions of Assessor's Maps, and these maps are used for policy plats or may be handed out to customers, or pulled by searchers for use in running chains. The use of reduced prints is not new to most of you, but our method of making these prints is a bit different, is economical, it not becoming necessary to print 50 to 100 maps in order to keep down costs—and therefore enabling us to keep filing space for inventories at a minimum. Each office then orders reprints in numbers commensurate with the activity of the area affected. (Our method is the reduction of maps (in one or more sheets) on a photographic vellum, reverse reading, which is our master copy. Ozalid prints are then made from this master copy, master copies being kept in our Central Laboratory.) Inventories consisting of six to ten copies of each map are set up in folders containing 75 to 100 sheets, arranged by record

book and page or assessor's book and page. In the latter case a master index map and our tract index reflects the book and page of assessor's map on which each tract or area may be found.

Lot Book Counters

We have standardized on the type of lot book counter that we like to use and in planning new buildings or in altering old offices we are going to this type. Toward the end of saving the backs of our employees we are building a cabinet above and at the rear of a counter and attached to it, the cabinet containing roller shelving five shelves high, the shelves having a depth that allows the books to extend two inches beyond the shelves for easy grasping. Below the counter are placed two or three roller shelves. This makes a lifting distance of only nine to twelve inches at most. In addition to minimizing the lifting this system spreads the books considerably, thus lessening congestion. To further lessen congestion we provide tables at intervals and about four feet out from the counter, which may be used by posters, chain makers having a long account to run, or by our oil company and government project customers. Also our general index counter is placed about five feet from the Lot Book counter and may be used in an emergency to relieve congestion.

Press Copies

I spoke of keeping press copies above the Lot Books—with only five shelves above the counter there is ample room to provide an inclosed shelf which is still within easy reach, which locates the press copies close to the Lot Book information for efficient use of the starter clerk.

We build the counter of sufficient length to allow considerable expansion space by using the five above and three below arrangement—but in case of exceptional increase in business additional shelves may always be added below the lower three shelves of the original installation.

Lighting is always built in directly above the counter and we install some sort of floor covering to ease

the standing problem. One cork tile installation was made, but we have since used strips made of interlocking rubber squares. The strip can be made to any width or length and laid on top of present floor covering since the edges are beveled.

Closed Searches

Filing space for closed searches is a problem in every office. They look better if they're out of sight of our public, yet we use them often enough to want them close by. In our recent planning of new buildings for our smaller offices, basements have been too expensive. A mezzanine is provided, but space is limited there also and the filing of closed searches up there would mean a lot of stair-climbing. With our type of Lot Book shelving we have solved the filing problem by moving the Lot Book cabinets out from a wall six feet and placing steel shelves, seven high, along the wall and another row adjoining the back of the Lot Book cabinet. Thus far, this space has taken care of present inventory and allowed for several years' expansion—then we provide additional space on the mezzanine in case we haven't worked out a "destruction program" for old files by the time we need more space.

Lot Books and Arrangement of Accounts

It always surprises me to find an office in which it is necessary to look in an index to locate a Lot Book account—and I'm just as surprised to find this situation in some of our offices as in others throughout the State. Our standard (to be desired) is the strictly alphabetical arrangement (for name tracts), numerical (for numbered tracts) and numerical as to sections within Townships and Range for sectional property. By strictly alphabetical as to name tracts I mean just that. Some offices group subdivisions within each city separately, but this means that your searchers and posters must know what subs are and in what cities and with the huge increase in subdivision activity this knowledge becomes more and more difficult. As far as I can see, there is no real advantage in

such a segregation. Some offices carry subdivision accounts by record book and page of the sub, but I believe in most instances inquiries will give the name of an account much more often than just the book and page. Under an alphabetical arrangement, if there are several subs having names similar enough to be confusing, tab sheets should be inserted giving the book and page for faster determination of the correct account.

Tabs

Speaking of tab sheets, we do not "tab" every account but we start by inserting a special tab sheet every twelve to fifteen sheets, at the end of an account or block—and I do mean at the end of the account for which the tab is made. This enables a poster or searcher to open a Lot Book for that particular account just where he wants to be, also tends to keep him from using the tab as a "lifting" handle, since he wants the sheet ahead of the tab. We use this system throughout our general index books also, in which books we insert a tab sheet for every divided account, our general index being based on the Soundex principle. The tabs for Lot Books are made one and one-half inches wide and spaced at regular intervals along the edges of the sheets, leaving one and one-half inches between tabs so that with the increase in thickness of accounts more tabs may be inserted between the original ones without being hidden from view.

It might be of interest to you that in several of our offices in which we have rewritten our general indices, changing to the Soundex system, we have punched into tabulating cards the entries remaining after proper deletion of obsolete material. All sorting and most of the coding is then done mechanically and, of course, the new accounts are tabulated on permanent sheets. Future postings are printed by hand. We do anticipate a very inexpensive method of rewriting these indices in the future. The most expensive part of this method is the punching, comparing and sorting. On a future re-write we need simply to remove from the original group the

cards which are obsolete, punch and compare the added entries, and re-tabulate. There would be little, if any, sorting since the additional entries are already in the correct accounts by recording date. I realize that the use of punch cards is not new but this particular adaptation of them to our needs seems to be.

Take-Off

About the only remaining major topic included in plant arrangement is the relatively unimportant one of what to do with your take-off after you have decided on the system of obtaining it. I have neither seen nor heard of anything new on this subject since last convention. We are all familiar, I'm sure, with the current typing and photographic methods being used. Under the photographic we have a few uses of the film alone or film mounted in a card, a number of uses of photo-prints in a size six inches by nine inches, with one operation that I know of using five inches by eight inches without complaint, and a number using the dry-print or Larwood system. Of course, there are several mechanical plants which use

the film from which they punch out tabulating cards. One question comes to all of the conservative or old-fashioned offices—whether to buy one or two copies of the take-off. The second copy is quite expensive, but more than this, it requires twice the filing space and this latter item is a problem to both new and old-fashioned offices. Where we receive only one copy of the take-off we are finding use for a rather new piece of equipment with which to make, very rapidly, copies of instruments which describe more than one piece of property. This enabling the original to be returned immediately to the file. (I should mention that we generally file the one copy of take-off loose in filing cases.) This equipment is a photo copy machine that gives a positive print from a positive original in approximately one minute without messing with developing trays and drier. I am sure all of us have wished for something of this nature for a long time and rather recently several types have appeared on the market. We are using four of these installations at present and are finding more and more uses for this equipment.

REPORT OF JUDICIARY COMMITTEE

F. W. AUDRAIN, *Chairman Judiciary Committee,*
Security Title Insurance Co., 530 W. Sixth St., Los Angeles 14, California

Several months ago I received a formidable list of names of the members of this committee.

As with prior Chairmen, time won't permit individual correspondence with each of the committee members, in order to conduct the chairmanship as some chairmen might desire. Besides some of you might not welcome additional correspondence.

There are various opinions as to the usefulness and function of the Judiciary Committee and the present chairman doesn't intend to try to change any opinions.

I would like for those of you who in the past have found cases which you believe will be of general interest, to send them to me. Cases as to

abstractors and title insurers continue to be of interest to many readers.

Possibly the space available to the Judiciary Committee in this publication might also be used to serve another purpose. Some of you have had the salesman for a treatise on insurance try to sell you the set. You thumb through and find a few pages on title insurance out of the thousands of pages. As to the rest of it you know that it is, for example, not relevant or it says what you already know, "Since you wrote the policy, it will be construed against you."

However, there have been slowly accumulating a series of cases that

bear on the interpretation of our contracts. Some title men have more interest in such a case than one in another state determining under the rule of prior cases in that state. Illustration: That an easement rather than a fee was created by certain deed language.

My proposal to you is this: Could we not for our mutual benefit, title insurers and abstracters alike, assemble all the cases in our respective states relative to our title evidences and send a digest of them to the Chairman. Not all at once. Take six months. Give the cases to us with the detail, that the reported decisions may not show, of the policy, certificate or abstract provisions that were construed.

Some of you have had cases that you settled before they were reported. For various reasons a case on appeal sustains some unreported disposition, yet it may be an influential factor in your estate as to some policy practice, which could be of much interest elsewhere.

Possibly the 1954 issues of the A.T.A. Title News could carry a compilation of interpretative case law, trial and appellate, that would represent to each of us an assemblage of material of lasting value.

Certainly we haven't begun to have had the judicial attention to our policies that has been focused on other forms of insurance, but there may be a great deal more experience had by us collectively than we know about, which could be mutually helpful.

This means that I expect to find the Fohrenbach case in the Pennsylvania list, even if it is well known to all of us.

In addition to your reference to and brief analysis of a case, tell us what you did about it by way of revision of your contract or change of practice as a company, or perhaps by a policy form change common to all companies in your state. For example, a municipal court in our California city gave a decision that involved a title insurer and its liability as to a prospective assessment for street work that was the subject of

attention by every title insurer in that state. If you gentlemen like this idea, or enough of you think it has merit and cooperate, then when it appears that we have covered the subject, the chairman will make an effort to index and organize the material.

When you send your case notes, please preface the note on each case with a brief line as to its primary significance: "Measure of damages" "What are public records" "Sufficiency of language excluding risks." "Who may be an insured?" "When was loss sustained?" "Was the Company obligated to defend?"

The Chairman leads off with this sample:

"Shown by the pulic records."—"forged deed."

A forged deed was recorded. As to the rights and claims of the true owner, the Court said "They existed and were shown of record after, as well as before, the recordation of the forged deed." The title company had pointed to the printed policy exception "Rights or claims of parties in possession which rights or claims are not shown by the public records." The Court found that the true owners' rights continued to be shown by the public records.

Mutual Building & Loan Assn., vs. Security Title Insurance Co., 14 C.A. 2nd, 225.

Please do not refrain from sending in case notes on your competitors' case. Perhaps no one in his office is going to be interested in this project.

Hence, it is expected that some of my California associates, while accounting for their own Company's cases are at least going to remind the chairman of Crain vs. Security Title, 6 CA 2d.

Mr. Sydney A. Cryor of Washington Title Insurance tells me of a Kansas case about a deed restriction.

"A restriction in a deed that 'the above described lots are designated as residence lots, and no dwelling shall be erected thereon costing less . . .; said dwelling to consist of four or more rooms' will not be

construed to prohibit the erection of a duplex residence—Sporn v. Overholt, 262 Pac. 2d 828.”

Any of you who have an opinion on these matters and any other court

actions or settlements of files before going to trial that you would like to express through the Judiciary Committee pages of Title News may feel free to write to the Chairman.

HELP! HELP! HELP!

A Plea for the Judiciary Committee

JAMES E. SHERIDAN

Executive Vice-President, American Title Association

Note, please, in the above is expressed the intent of Chairman Audrain to gather data from ALL members rather than from only the members of his Committee. As a matter of fact we presume it would be an accurate statement to comment that all members of the Association are members of the Judiciary Committee, ex-officio. Assuredly it would be accurate if that statement were restricted to officers of title insurance companies and of abstract companies who are attorneys. Whether they actively are in private practice is beside the point. And we have in our fold many abstracters not formally admitted to practice but who are well posted on the law of real property, and who have an accumulation of knowledge of cases which directly affect titles to land and evidences of title.

These cases, indexed by Mr. Audrain's Committee as I understand is his plan, will furnish material of benefit locally to our profession, be they in title insurance, be they in abstracts, be they in both. Issues of "Title News" containing data of this character would give the abstract company and the title insurance company material from and through

which the company would receive word of approval of the local Bar. They would, in our judgment, do much toward making the title insurance company the headquarters on transactions involving real property.

Mr. Audrain can not do this job alone. The entire personnel of his Committee, able as they may be, can not do a complete job. There are just so many hours in the day, and these men have a primary task in the management and the hour to hour problems within their respective companies. But if we could enlist a little from the many, rather than much from the few, it could be developed into one or more issues of "Title News" of incalculable value, of immediate benefits and benefits over the long range view to every member.

Our Executive Committee has instructed that along with Mr. Audrain's message we carry word of whole-hearted endorsement of his plan, his plea, that each member deem himself an ex-officio member of the Judiciary Committee And Perform. We might transpose one of the famous statements of a great Prime Minister that "never in history have so many lightened the burdens of the few." Will do?

RACIAL RESTRICTIONS

WM. R. KINNEY

Chief Title Officer, Land Title Guarantee and Trust Co., Cleveland, Ohio

Racial Restrictions (A Sequel)

The United States Supreme Court in 1949 held that restrictive covenants and agreements based upon racial discrimination are unenforceable by court action. *Shelley v. Kraemer*, 334 U. S. 1, 68 S. Ct. 836, 92 L. Ed. 1161.

At that time, by letter, we called attention to the decision and to a collateral question that had arisen concerning which there appeared to be a difference of opinion among attorneys, both locally and elsewhere. The same difference of opinion developed later among state courts.

The question was this: In view of the holding in the *Shelley* case, can the grantor in a deed have recourse to the courts to enforce a stipulated penalty contained in a discriminatory racial covenant (such as payment of damages or forfeiture of title) if the enforcement of such penalty does not directly involve the constitutional rights of third persons?

The matter now seems to be pretty well resolved by the recent decision of the Supreme Court in *Barrows v. Jackson*, 346 U. S. 249, 73 S. Ct. 1031, 97 L. Ed. 527. Factually the case may not be exactly in point because no stipulated penalty for breach was apparently involved, but the reasoning upon which the decision is based would seemingly apply.

The case originated in California and was an action for damages growing out of the alleged violation by respondent of a written agreement between respondent and other parties who owned properties in the same neighborhood by the terms of which all parties bound themselves, their heirs, executors, administrators, successors and assigns that no part of their respective properties should at any time be used or occupied by anyone not wholly of the white or

Caucasian race and that such restriction should be incorporated in all transfers of their properties. Petitioners, being owners of properties covered by said agreement, claimed that respondent violated the agreement by failing to include the restriction in a deed conveying her property and by permitting non-Caucasians to move in and occupy the premises.

Basing their decision on the ruling in the *Shelley* case, the California courts sustained a demurrer to petitioners' complaint and the United States Supreme Court, by a six to one division, affirmed this judgment, two members of the court taking no part in the consideration of the case or in the decision.

The majority of the court reasoned (in part) as follows: To compel respondent to respond in damages would be solely for the purpose of giving vitality to the restrictive covenant in question by punishing respondent for failure to discriminate against non-Caucasians in the use of her property; to that extent the State would put its sanction behind such covenants and respondent would be coerced to continue to use her property in a discriminatory manner, so that it would become not respondent's voluntary choice but the State's choice that she observe her covenant or suffer damages; that for a state court at law thus to sanction the validity of such a covenant would constitute state action as surely as it would be state action to enforce such covenants in equity. In view of all of which, the Court stated that it would not permit or require California thus to penalize respondent for failure to observe a restrictive covenant which California would not be permitted to enforce in equity or to incorporate in a statute.

The Court held further that even though no non-Caucasian was before the Court claiming to have been denied his constitutional rights, an award of damages would deprive non-Caucasians, "unidentified but identifiable", of equal protection of laws in violation of the 14th Amendment to the Federal Constitution, because such award would have the effect of rendering non-Caucasian "would-be users of restricted land" unable to own and enjoy property on the same terms as Caucasians, solely because of their race.

The Court also held that there was such close relationship between the sanctioning by a state court of the punishment of respondent for not

going forward with her covenant and the purpose of the covenant itself, that the situation called for relaxation of the rule which ordinarily precludes a person from challenging the constitutionality of state action by invoking the rights of others.

Mr. Chief Justice Vinson filed a dissenting opinion based on the ground that there was no identifiable non-Caucasian before the Court who would be denied the right to buy, occupy or otherwise enjoy the properties in the law suit, or any other property, or whose rights would be impaired by requiring respondent to pay for the injury which it was claimed she had brought upon petitioners.

CONSTRUCTION MARKETS

NORMAN P. MASON, *Chairman*

Chamber of Commerce of the United States, Washington, D. C.

Construction and Civic Development Department A Housing Program Geared to the Market

A government housing program based on an understanding of market requirements and designed to facilitate the operation of the market—that is something new in history. Yet that is what is offered by the President's Advisory Committee on Housing Policies and Programs.

Instead of a grudging acknowledgment of the importance of private enterprise, offset by assertions of its failures, as heretofore has been the custom, we have a strong affirmation of the principle that the steady improvement of living standards is to be best accomplished by a free economy. All actions taken by government are to be based on this principle and to be aimed at removing obstacles and otherwise facilitating the operation of a free economy. Any features that prove to be contrary to this thesis are to be discontinued.

This fundamental policy, promising as it does an atmosphere favorable to the expansion of private activity, should give confidence to materials

manufacturers and dealers, builders, and leaders. The purpose of this bulletin is to point out the ways in which the specific recommendations would carry out the underlying purpose.

Moving Toward a Market Rate of Interest

Of primary importance in this respect is the Committee's recognition that, if the FHA and VA systems are to be of benefit to the private housing market, the rate of interest on insured and guaranteed mortgages must truly reflect the competitive demands for money.

There are two ways in which this might be done: one, by leaving the rate entirely free to move with and adjust itself to money conditions; the other, by continuing a control over the maximum permissible rate and at the same time administering that control so that a competitive level would be maintained.

The Committee has chosen the latter method but has endeavored: (1) to remove the administration of interest rates as far as possible from political considerations and political pressures by putting it in the hands of an official committee composed of monetary experts, and (2) to assure that the adjustments that may be needed from time to time actually will be made by requiring that action on the part of the committee be mandatory rather than permissive.

In view of the certainty of political opposition to a completely free rate, the chosen method appears to be the best that can be hoped for, and the limit on the administering committee's discretion—a mortgage rate not greater than $2\frac{1}{2}$ percentage points above the rate on government bonds of maturities of 15 years or more—should give ample range to meet any foreseeable circumstances.

It is no exaggeration to say that the success of the proposed program as a whole depends upon the acceptance of this recommendation or of some alternative that would promise an equally effective result. The experience of this year should have been sufficient to demonstrate the folly of attempting to operate a free market program in an interest rate hobble. Since the objective of the proposed program is a strengthened enterprise system, the price of money must reflect market conditions as fully as the price of lumber, or the program will prove a dud.

The allowance for flexibility in interest rates does not necessarily imply that an upward adjustment would follow the enactment of the proposed plan. At the present time, the rate trend is downward. By spring it is possible that the present rate would have become a par rate or so close to it that no adjustment would be needed. But the means of making the adjustment, either upward or downward, must be present in order that the flow of funds required for a sustained volume of building will not be at some time impeded by a thoroughly artificial situation.

Broadening the Effectiveness of FHA

Since FHA has come to be widely accepted by the house building industry as offering the means for carrying mortgage funds across the barriers of archaic state investment laws and for making funds available in the amounts needed for merchant builder operations, the Advisory Committee's proposals for changes in FHA activity deserve especial attention.

First among these is the step taken to bring loan-to-value limits into closer relationship to today's building costs. Lifting the 95 percent loan limit to the first \$8000 of value and raising the top insurable loan to \$20,000 (80 per cent of value) for one- and two-family units and establishing an even gradation from 95 percent to 80 percent (thus eliminating the sharp jump above \$11,000 in the present schedule) should make the FHA system of more general utility to the market as a whole than has recently been the case.

Equally if not more important is the proposal to make the same terms available for insured loans on existing construction as on new. The whole drift in FHA policy, at least for the last 15 years, has been to favor the financing of new as against existing property. The proposed modification would give FHA the possibility of becoming as effective an instrument for aiding in the maintenance and up-grading of the existing supply as it has been in the provision of new housing.

The significance of this move for the repair and improvement market, with which these bulletins have been especially concerned, is obvious. Less patent, but no less significant, is the support that a vigorous used-house market can bring to the market for new building. In house building as in the automobile industry, the sale of the new product is coming more and more to be dependent upon the concurrent sale of a used one. The proposed FHA terms can provide a suitable means to this end.

Helpful in the same direction is the Committee's proposal to make the "open-end" principle applicable to

FHA mortgages. Now becoming familiar in conventional mortgage lending, this feature will be helpful in again giving FHA the general purpose character that it was originally intended to have.

The Question of the Secondary Market

Much controversy is certain to center on the Committee's proposal to create a permanent secondary mortgage market facility (replacing FNMA) for purchasing insured and guaranteed mortgages. The controversy runs the full range from denial of the need and advisability of creating any such facility to insistence that the function of such an institution must be that of expanding the market and supporting special government programs (rather than merely one of stabilizing and broadening the geographical distribution of mortgage funds, as the Committee recommends).

The root of the controversy lies in the opinion of a large part of the house building industry that a substantial amount of new construction cannot be assured by the flow of the people's savings through the normal channels of investment and, hence, that the means of generously priming the mortgage credit pump must always be at hand.

On the other hand is the view that, given a rate of interest that will move as other interest rates move, mortgage money will be self-distributing in response to demand. Holders of this view point to the fact that in the so-called "tight money" year of 1953, more institutional funds went into mortgages than in any previous year and that only a sub-market interest rate for FHA and VA loans prevented them from getting their ordinary proportion of the total.

Between these views is a third position: that, while a market interest rate would largely solve the problems of the flow and distribution of mortgage funds, there might still remain imperfections in the free market that could be corrected, without risk of inflation, by a conservatively operated institution such as described

in the Advisory Committee's recommendation.

The difficulty is that, because of the long period of arbitrarily set rates, it cannot readily be proven what would happen in a relatively free situation. Moreover, the very existence of the arbitrary policy, with its effects of alternatively encouraging and disrupting FHA and VA operations, has prevented lending institutions from taking full advantage these programs would otherwise offer for improving methods of distribution so as to provide a broader and stabler geographical coverage. With a better method of handling the interest rate question in sight, some steps may volutarily be taken in this direction by influential lenders. What success may attend these efforts or what effect they may have on the secondary market issue will be determined in the next few months.

Applying the "Up-Grading" Theory

The term "up-grading" has been used in discussing the proposals for a wider use of FHA financing in the sale and improvement of existing properties. Up-grading is certainly a more appropriate term than "trickling" or "filtering" to describe the dynamic process of providing decent dwellings for all families by fully utilizing all the forces of the private market.

Up-grading requires, first, the building each year of as large a number of new dwellings for as broad a demand as can be profitably built and sold or rented. The new houses will not all be for upper income families, nor will many of them likely be for the lowest. Second, up-grading requires the maintenance, improvement, and restoration of existing dwellings so long as it is economically feasible to do so, again for a broad market, including most of those in the lowest income ranges. Third, up-grading requires the removal of structures that have deteriorated beyond the point of economic renovation, so that they will not be left to become slums or to create a dangerous market surplus in a time of depression.

The Advisory Committee has recognized the insured and guaranteed mortgage systems of FHA and VA as useful instruments of government for accomplishing the first two objectives of the up-grading process in a free economy. It has also recognized that the programs for making federal funds available for urban redevelopment and public housing can be adapted to give strong help in accomplishing the third objective as well as to give support to the other two.

In recommending the continuance of these subsidized programs, the Committee would in both case require as a prerequisite to federal aid, clear evidence that effective measures were being taken by cities to end overcrowding, to enforce safety and sanitary codes, and to remove the worst housing from the market.

In addition, the urban redevelopment program (now referred to as "urban renewal") is broadened so as to emphasize the importance of preventing the unnecessary deterioration of neighborhoods. Under the present law, the type of operation for which federal aid has customarily been granted is the spectacular, root-and-branch clearance project, in which a whole area is demolished and new construction is expected to follow. This approach has proven to be extravagant in the use of public funds and wasteful of existing, still usable structures.

The Committee's proposal would encourage the restoration and conservation of standing structures

wherever feasible and would permit the expenditure of public funds for improvements (parks, playgrounds, streets, utilities, and the like) to encourage maintenance of sound structures and investment in new building in the older neighborhoods. In this way the constant renewal of neighborhoods could be brought about with a minimum of demolition. This proposal, if enacted, should make for a more effective use of federal grants than is now possible. It should also aid the up-grading process by adding to the areas in which FHA and VA operations could be carried on without undue risk.

The public housing program could also serve the same broad objective, if the Advisory Committee's recommendations were put into effect. All vacancies in existing public housing (about 95,000 a year) and any additional public housing that might be provided would be made first available to low-income families displaced as the result of demolition or the enforcement of ordinances against overcrowding. In providing additional public housing, the purchase or lease of existing structures would be encouraged. This latter recommendation, if made the feature the Committee intended it to be, could help avoid the accumulation of vacancies in the existing supply and thus provide a support for the private market at the same time as it supplied more low-income families with decent housing than could possibly be the case with an equivalent expenditure for new construction.

PERSONALS

JOSEPH H. SMITH

Secretary, American Title Association, Detroit



The board of directors of Chicago Title and Trust Company elected PAUL W. GOODRICH president and chief executive officer of the company. Goodrich has been vice president and manager of the company's title division since 1947, and is present Chairman of Title Insurance

Section, American Title Association.

HOLMAN D. PETTIBONE, president for the past 22 years, was named chairman of the board. JOHN D. BINKLEY, vice president, was named manager of the title division.

These top executive changes in the 106-year-old Chicago Company became effective December 1, 1953.

The new president of Chicago Title and Trust Company began his career with the organization 22 years ago as a preliminary examiner in the title division. He was appointed assistant vice president in 1945 and vice president in 1947.

It was further revealed that directors also approved plans for a merger of DuPage Title Company, Wheaton, Illinois, into Chicago Title and Trust Co. BYRON S. POWELL, President of DuPage Title Company, has been elected a Vice President of Chicago Title and Trust Company and will continue to head operations in Wheaton. The following elections and appointments were also announced: EDWARD J. SAUTER, President, Illinois Title Company, elected a Vice President; CHESTER C. McCULLOUGH and FRANCIS E. O'CONNOR appointed Assistant Vice Presidents; HARRY E. FREY, Assistant Vice President, was transferred to newly created position related to legal and market analysis.

• Indiana Title Association elected ROBERT W. STOCKWELL, Director, State Title Insurance, Union Title Company, Indianapolis, as President. PAUL J. SCHUH of Stallard & Schuh in Lafayette, continues as Secretary.

• WALTER G. HUBER, of Blair, Nebraska, was elected President of Nebraska Title Association. CARROLL J. REID, President, Weitzel Abstract Co., Albion, was again elected Secretary.

• At the joint convention of Washington and Oregon Title Associations, BUDD G. BURNIE, Pacific Title Ins. Co., Portland, was elected President of Oregon Land Title Association with JOHN M. SMEATON, Pacific Title Ins. Co., Portland, re-elected Secretary. Washington Title Association elected MYRLE G. BUDD, Manager, Bremerton Title Co., Bremerton, as President, and returned WHARTON T. FUNK, President, Lawyers Title Insurance Corporation, Seattle, to office of Secretary-Treasurer.

• MILTON S. GEIGER, Alliance, Ohio, is new President of Ohio Title Association. HARRY J. SANDS, Assistant Vice President, Title Insurance Company of Minnesota, Cleveland, was elected to office of Secretary.

• In New York State Title Association, ROBERT A. KERSTEN, Executive Vice President, Abstract & Title Insurance Corporation, Buffalo, is new President and PALMER W. EVERTS continues as Executive Secretary.

In recent convention of Minnesota Title Association, MELVIN P. SODERBERG, President, Consolidated Abstract Company of Becker County, Detroit Lakes, was re-elected President and WALTER S. ENGMAN, Vice President-Assistant Treasurer, The Consolidated Abstract Company,

Duluth, was again chosen as Secretary-Treasurer.

• In the Florida Title Association, new President is ROBERT V. WORKMAN, Vice President, Guarantee Abstract Company, St. Petersburg. MORTON McDONALD, President, The Abstract Corporation, DeLand, Chairman, Abstracters Section, ATA, was again returned to office of Secretary.

• FLOYD B. CERINI, President of California Land Title Association, recently became Executive Vice President of Land Title Insurance Company, Los Angeles. He was formerly counsel with Western Title Insurance & Guaranty Company, San Francisco.

• Missouri Title Association has new President in person of JOHN P. TURNER, Vice President, Kansas City Title Insurance Company, Kansas City. MRS. ZETTIE HUBBARD, Secretary-Treasurer, Chariton County Abstract & Title Company, Keytesville, continues as Secretary.

• J. ROBERT WILSON, Charlson & Wilson, Manhattan, is now Presi-

dent of Kansas Title Association. MARVIN W. WALLACE, President, Cragun Abstract Company, Kingman, returns to office of Secretary.

• In the Wisconsin Title Association, LEONARD F. FISH, President, Dane County Title Company, Madison, is new President with A. J. ACHTEN, Secretary-Treasurer, Shawano Abstract Company, Shawano, again serving as Secretary.

• Arizona Land Title Association now headed by President JOHN B. WILKIE, Title Officer, Arizona Land Title & Trust Company, Tucson. The office of Secretary-Treasurer now executed by TOM CHAMBERS, Tucson Title Insurance Company, Tucson.

• BERKS TITLE INSURANCE COMPANY, Reading, Pennsylvania, moved into new modern offices in Berks Title Building, 101 North Sixth St., Reading.

• SECURITY TITLE INSURANCE COMPANY, Los Angeles, announced opening of new offices in El Centro, California, at 654 Main St.

What's All This About Title Insurance?

We bought a house recently and among the items we were required to pay for was title insurance. We also had to pay another charge for title search. Aren't these duplicating charges? And what did we get for our money, anyhow?

These charges really don't duplicate. They reflect two separate expenses connected with the transaction.

Title search. This is an examination of the public record relating to your property. Its purpose is to discover whether the seller really had the right to sell the property to you and to determine what, if any, liens and encumbrances affect it.

Title insurance. This is an insurance policy to provide money for a defense of your title in case anybody contests it, and to reimburse you if you suffer any loss as a result.

The title insurance you paid for, however, protects the lender, not you. You are not the beneficiary. The policy covers only the amount you borrowed, not the full value of the property. The coverage ends when the mortgage is paid. What's more, if the insurance company suffers a loss under the policy, it can demand reimbursement—from you.

Buying that protection for your lender was just part of the price you had to pay to finance your purchase.

To protect your own rights to the title, you should take out a title insurance policy on your own hook. Two kinds are available, a record title policy and a full coverage policy.

Record title policy. This guarantees that your ownership as shown by the title conforms to the record. If anyone claims the record shows otherwise, the insurance company will go to court to defend your title at its own expense or will pay off the full amount of the policy.

This type of policy boils down to insurance against incompetent title examination.

But there are many kinds of title defects that even the best title search can't uncover—things like forged

wills, deeds signed by minors, undisclosed or missing heirs, signatures obtained by fraud or coercion.

Should any of these things have occurred in the past and come to light today, your title to the property would be in jeopardy.

Full coverage policy. This type of title insurance protects you against both defective title examination and those undiscoverable title faults.

Obviously, full coverage is much preferable. In most places, in fact, it is the only kind offered. Yet it costs little more than the limited protection of a record policy. In one city, for example, a record title policy costs \$35 for the first \$1,000 and \$1.50 for each additional \$1,000 up to \$50,000. Full coverage costs \$3.50 per \$1,000 up to \$50,000.

Thus, for a \$20,000 house, a record title policy would cost \$63.50. Full coverage for the same property would cost \$70.

So the smart thing to do is to buy full coverage, buy it when you buy your house, and buy a policy in an amount equal to what you pay for the house.

There are no annual premiums. You pay just once, when the policy is issued. Not only does it remain in force as long as you hold the title, but the protection extends to your heirs and assigns, too.

Exceptions to coverage. Remember there are some things the policy will not protect you against. It does not cover encumbrances or liens known about at the time the policy is issued. These are itemized in the contract as exceptions to the coverage. Nor does it guard you against building laws, zoning regulations, or government seizure by police power or eminent domain. And, of course, it won't pay off on defects originating after the date of the policy.

In fact, title insurance is the only kind of insurance that protects you against what may have happened in the past instead of what might happen in the future.

—Reprinted with permission of **Changing Times**, The Kiplinger Magazine, Oct., 1953.

CODE OF ETHICS

The American Title Association

The foundation of the American heritage of personal Freedom is the widely allocated ownership and use of the land. Upon the furtherance of that heritage, depends the survival and growth of free institutions and of our civilization. The Land Title Profession is the instrumentality through which titles to land reach their highest accuracy and attain the widest distribution.

The Title Profession having become such a vital and integral part of our country's economy, there are imposed on each member of the American Title Association obligations above and beyond those customarily required of participants in ordinary commercial pursuits and a code of ethics higher and purer than ordinarily considered acceptable in the market-place, to the fulfillment of which the Title Profession is dedicated. Each member of the American Title Association shall be ever zealous to maintain and improve the quality of service in his chosen calling, and shall assume personal responsibility for maintaining the highest possible standards of business practices, and to those purposes shall pledge observance and furtherance of the letter and spirit of the following Code of Ethics.

FIRST

Governed by the laws, customs and usages of the respective communities they serve, and with the realization that ready transferability results from accuracy and perfection of titles, members shall issue abstracts of title or policies of title insurance only after a complete and thorough investigation, founded on adequate records and learned examination thereof, and shall otherwise so conduct their business that the needs of

their customers shall be of paramount importance.

SECOND

Every member shall obtain and justifiably hold a reputation for honesty and integrity, always standing sponsor for his work intellectually and financially.

THIRD

Ever striving to serve the owners of interests in real estate, members shall endeavor (a) to facilitate transfers of title by elimination of delays and unnecessary exceptions and (b) to make their services available in a manner which will encourage transferability of title, provide adequately for obligations which they assume in connection therewith and afford a fair return on the value of services rendered and capital employed.

FOURTH

Members shall support legislation throughout the country which is in the public interest and will unburden real estate from unnecessary restrictions and restraints on alienation.

FIFTH

Members shall not engage in any practices detrimental to the public interest or to the continuing stability of the Title Profession.

SIXTH

Members shall support the organization and development of affiliated state title associations founded and maintained upon the Principles set forth in this Code of Ethics.

SEVENTH

Any matter of an alleged violation of the principles set forth in this Code of Ethics may be submitted to the Grievance Committee of the American Title Association.

IMPORTANT ASSOCIATION EVENTS

Date	Meeting	Where to Be Held
Mar. 28-29	Oklahoma Title Association Convention	Stillwater, Okla.
Apr. 22-23-24	Texas Title Association Convention	Corpus Christi, Texas Driscoll Hotel
May 5-6-7	Illinois Title Association Convention	Springfield, Illinois Lincoln Hotel
May 24-25	Iowa Title Association Convention	Cedar Rapids, Iowa Roosevelt Hotel
May 27-28-29	California Land Title Association Convention	San Francisco, Calif. Palace Hotel
May 28-29	Pennsylvania Title Association Convention	Atlantic City, N.J. Traymore Hotel
May 29-30	ATA Atlantic Seaboard Conference Title Insurance Executives	Atlantic City, N.J. Traymore Hotel
June 24-25-26	Colorado Title Association Convention	Glenwood Springs, Colo. Hotel Colorado
Sept. 8-9-10-11	American Title Association National Convention	Chicago, Illinois Edgewater Beach Hotel
Oct. 7-8-9	Nebraska Title Association Convention	Fairbury, Neb. Mary-Etta Hotel
Oct. 7-8-9	Oregon and Washington Land Title Associations—Joint Convention	Tacoma, Washington Winthrop Hotel