

PROCEDURES FOR PURCHASE OF CITY-OWNED VACANT PROPERTIES

State law outlines procedures for disposing of property owned by local government. These procedures vary considerably based on several factors. One factor is which entity of the City of South Bend owns the property-the Board of Public Works, the Redevelopment Commission, the Redevelopment Authority, or the Parks & Recreation Department. Once you've identified that the property is owned by the City*, we suggest emailing anetter@southbendin.gov or calling **Andrew Netter** of the Department of Community Investment at **574-235-5931** for assistance. He will then let you know how to proceed. It is very likely it will take at least three months to complete this process.

One of the most frequent requests is to purchase a vacant lot abutting one's own property. If the property in question is owned by the Board of Public Works, has an assessed value of less than \$6,000 and the abutting property owner is current on all property taxes s/he owns, this can be relatively easy process-though we do need to follow certain procedures as follows:

1. Complete attached application and mail to:
Community Investment
City of South Bend
1400S County-City Building
227 W. Jefferson Blvd.
South Bend, IN 46601
2. Application is sent to various City departments for review and recommendation.
3. The City will perform the following functions;
 - Determine which process must be followed for the property of interest.
 - Determine if an appraisal is required (only if assessed over \$6,000.).
 - Obtain appraisal if necessary.
 - Determine if applicant is current on property taxes.
 - Inform applicant of minimum bid required for the sale of the property.
4. Request for bids advertised in newspaper.
5. Notice sent to abutting property owners.
6. Sealed bids received from interested parties.
7. Determination of sale to most appropriate bidder (might not be applicant with initial interest). Preference is given to abutting landowners.
8. Purchase Agreement and Award Letter sent to successful bidder.
9. Clerk of the Board receives signed Purchase Agreement and payment from successful bidder.
10. City prepares and records deed and mails deed to successful bidder.

*To find key number or property address next door, you may want to use www.Macoggis.com or contact **County Assessor** for assistance **574-235-9523**.

APPLICATION TO PURCHASE VACANT CITY-OWNED PROPERTY

Department of Community Investment
City of South Bend
1400 County-City Building
227 W. Jefferson Blvd.
South Bend, IN 46601

I am interested in purchasing a vacant lot or property owned by the City of South Bend.
The property is as follows:

Tax ID No. _____

Address: _____

I own property directly abutting this property (check one): Yes _____ No _____

The reason for my interest in this property is to:

You may reach me at (please print):

Name (please print): _____

Street Address: _____

City, State, and Zip: _____

Phone Number: _____

Email: _____

Signature: _____

I understand that there is a public bidding procedure that the City of South Bend must follow for the sale of city-owned property, and I further understand that in addition to the purchase cost, there is the cost of advertising in the newspapers, cost of recording the deed, cost of appraisal (if required), cost of title search, all of which I am responsible for if I am the successful bidder.

I further represent that I do not currently owe any delinquent taxes, assessments, penalties, interest, or costs attributed to a tax sale of real property, either in St. Joseph County or in any other County in the state of Indiana.

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