

**City of South Bend**  
**VACANT & ABANDONED PROPERTY DONATION FORM**

*Please write clearly. Applications that are not legible will not be processed. If you have any questions about the application or process please contact Elizabeth Maradik at (574)235-5821 or emaradik@southbendin.gov.*

*Submit completed donation form to: City of South Bend Department of Community Investment  
Attn: Elizabeth Maradik  
227 W. Jefferson Blvd, Suite 1400S  
South Bend, IN 46601*

**Contact Information for Owner of Record / Potential Donor:**

Owner of Record / Donor(s): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ - \_\_\_\_\_ Work Phone ( ) \_\_\_\_\_ - \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_ - \_\_\_\_\_

Email Address: \_\_\_\_\_

**Property Information:**

Property Address: \_\_\_\_\_ South Bend, IN, 466\_\_\_\_\_

Does Applicant Own Property? Yes \_\_\_ No \_\_\_ If yes, for how long? \_\_\_\_\_

Does the property have a structure on it (i.e. house, garage, shed)? Yes \_\_\_ (describe \_\_\_\_\_) No \_\_\_  
If it has a house, is it occupied? Yes \_\_\_ No \_\_\_

How was the property acquired? \_\_\_ Conventional/Private Sale \_\_\_ Tax Sale/Commissioner Sale  
\_\_\_ Other (explain : \_\_\_\_\_)

Is the property current on property taxes? Yes \_\_\_ No \_\_\_ Unsure \_\_\_

Is there an unpaid lien against the property (such as mortgages, federal tax lien, etc.)? Yes \_\_\_ No \_\_\_  
If yes, describe \_\_\_\_\_

Does the property have current / cited code violations? Yes \_\_\_ No \_\_\_ Unsure \_\_\_

Does the property have an affirmed demolition order through the City of South Bend's Dept. of Code Enforcement? Yes \_\_\_ No \_\_\_ Unsure \_\_\_

Does the proposed donation include a cash donation to assist with maintenance, repairs and/or demolition?  
Yes \_\_\_ No \_\_\_ If yes, in what amount? \$ \_\_\_\_\_

Please provide a copy (not original) of the recorded deed that indicates the applicant is the property owner. If you do not have a copy of the recorded deed, one is available through the St. Joseph County Recorder, located on the 3<sup>rd</sup> floor of the County-City Building, 227 W. Jefferson Blvd., in downtown South Bend. For questions, the St. Joseph County Recorder can be reached at (574) 235-9525.

**APPLICANT’S CERTIFICATION AND AUTHORIZATION**

1. I/We understand that by submitting a donation form we are requesting the City of South Bend accept my/our property at no cost to the City.
2. I/We understand that the City of South Bend has the right to accept or not accept the donation of a property based on its internal review of the property in question.
3. I/We understand that the City of South Bend cannot provide a tax deduction letter for the donation of a property.
4. I/We understand and agree that the City of South Bend will need to secure and verify documents supporting my/our request for donation.
5. I/We agree to supply the City of South Bend with all information requested and give them authorization to verify all information contained in my/our application or any other documents required in connection with this program.
6. I/We agree that should the City not have interest in accepting the donation of my/our property, the City may share provided information with other entities which may have interest in the donation. In these instances, the other entity and I/we would be responsible for reaching an agreement related to the transfer of property.
7. I/We agree that this information may be reproduced or photocopied and a copy shall be effective consent as the original signed form.

All property owners listed on the deed must sign below.\*

\_\_\_\_\_  
Owner of Record / Donor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner of Record / Donor Signature

\_\_\_\_\_  
Date

\* If the owner of record is deceased, the person(s) and/or entity with the legal authority to donate may sign the donation form, but must provide documentation of authority to sign on behalf of the deceased.