

CITY OF SOUTH BEND
VACANT PROPERTY INITIATIVE
RESIDENT LEGAL ASSISTANCE PROGRAM
APPLICATION

Please write clearly, applications that are not legible will not be processed. If you have any questions about the application or process, please contact Pam Meyer at (574)235-5845 or pmeyer@southbendin.gov.

Submit completed application to:
City of South Bend
Department of Community Investment
Attn: Pam Meyer
227 W. Jefferson Blvd, Suite 1400S
South Bend, IN 46601

Please review the guidelines prior to applying, requirements have been modified.

Contact Information:

Applicant Name(s): _____

Home Address: _____

City: _____ State: _____ Zip: _____

Email*: _____

Cell Phone () _____ - _____ Home Phone () _____ - _____

Work Phone () _____ - _____

** Most communication for this program will be done by email. Please provide an email that you regularly check. If you do not regularly use email, please make a note.*

Property Information:

To qualify the property must be available at the St. Joseph County Commissioners' Certificate Sale, and the property must be a vacant lot. Preference is given to lots are located immediately adjacent to the applicant's property. Applicant may not apply for more than two (2) properties.

Property Address: _____

South Bend, IN Zip: _____

Is property adjacent to property owned by applicant: Yes ____ No ____

Description of intended use of property:

If the property is not adjacent to property owned by the applicant, please provide additional information including: why was this property selected, how will the property be maintained, if planned for a community space have you talked with neighbors / neighborhood association.

Applicant Information:

Does the applicant(s) have an unpaid collection or judgment with the City of South Bend, or with any State or Federal agency? Yes ___ No ___

Does the applicant(s) own, or have any past or present ownership or financial interest in any corporation, limited liability company, or unincorporated association that has:

(a) managed, owned, or had a financial interest in any property on the City's Vacant & Abandoned List and/or in St. Joseph County; or

(b) a negative history associated with repairs, violations, or complaints on file with the Department of Code Enforcement.

Yes ___ No ___

If yes, list addresses (*if necessary, use additional sheets of paper*):

Are all properties owned by the applicant(s) current with property taxes? Yes ___ No ___

Does/Do any property(s) owned by the applicant(s) have code enforcement violations? Yes ___ No ___

If you have an affiliation or association with any individual or entity that owns additional property, list name(s) (*if necessary, use additional sheets of paper*):

NEXT STEP:

The City of South Bend will review the application to determine if the applicant is eligible or denied. City staff will contact the applicant to inform the applicant if denied or will forward the eligible application to the Notre Dame Clinical Law Center. The Law Center will review applications to ensure there is no conflict of interest.

If approved, the Notre Dame Clinical Law Center will contact the applicant during the week of February 18th to arrange a time to attend an information session to review the requirements for acquiring a property through the St. Joseph County Commissioners' Certificate Sale and discuss the next steps in the process. Applicants must attend the information session by March 1st.

The applicant(s) certifies that all information given in this application and all information furnished in support of this application is given for the purpose of obtaining legal assistance through the Notre Dame Clinical Law Center. Furthermore, all of the information is true and complete to the best of the applicant(s) knowledge.

Penalty for false or fraudulent statement U.S.C. Title 18, section 1001 provides: “Whoever in any matter within jurisdiction of any department or agency of the United States knowingly and willfully falsifies or makes false fictitious or fraudulent statements or representations or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined no more than \$10,000.00, or imprisoned not more than five (5) years or both.”

APPLICANT’S CERTIFICATION AND AUTHORIZATION

1. 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.
2. I/We agree that this information may be reproduced or photocopied, and a copy shall be effective consent as the original signed form.
3. Property owner (s) agrees not to allow the premises to be used as a site for any illegal use or sale of drugs or other controlled substances. Any such event by the property owner or members of the property owner’s family or guests will be an event of default under this application causing the applicant’s immediate removal from the Resident Legal Assistance Program.

Please check the boxes to acknowledge:

- I/We have read the Resident Legal Assistance Program Guidelines and understand the program requirements and process.
- I/We and the identified properties qualify for assistance through the Resident Legal Assistance Program.
- I/We understand that acceptance into the Resident Legal Assistance Program does not guarantee my bid will be accepted at the St. Joseph County Commissioners’ Certificate Sale. I also understand that I am responsible to pay the amount I bid at the St. Joseph County Commissioners’ Certificate Sale.
- I/We understand that applicants will be contacted the week of February 18th and must attend the required information session by March 1st to be eligible for assistance.

Applicant Signature

Date

Co-Applicant Signature

Date