

LANDLORD REGISTRATION FAQS

Q: Who should register?

A: Everyone who owns a residential property in the City of South Bend which they do not personally occupy. It does not matter if the property is currently occupied. Commercial properties do not need to register. Note: only properties within the City of South Bend should register (i.e. properties in the county or other cities do not need to register).

Q: How do I register?

A: Registration is available online at (copy and paste): <https://aca3.accela.com/southbendin>
Up to four (4) properties (per owner) may be registered on paper with the Department of Code Enforcement.

Q: What information is needed?

A: Please see ordinance No. 10427-16 Sec. 6-42 for detailed information. Online version (copy and paste): https://www.municode.com/library/in/south_bend/ordinances/code_of_ordinances?nodeId=770231

Q: What is the cost to register?

There is no cost to register between 9/1/18 and 12/31/2018.

Q: How long is a registration valid?

A: One year.
Failure to renew the registration is subject to a civil penalty of \$300.

Q: What if I need to update my contact information?

A: Owner/landlord must notify the Department of Code Enforcement in writing within thirty (30) days of any changes to contact information for properties already registered so the office may update your information. Failure to update registration is subject to a civil penalty of \$300.

Owner/landlord shall also update his/her contact information on the website.

Q: How do I add more properties to my registration list?

A: You will have to sign back into your online account to add additional properties. Note: You are able to add multiple properties at once.

Helpful Hint: It is best to compile a complete list the first time.

Q: What if I don't have a computer or smartphone or internet access?

A: Libraries provide use of a computer free to the public. If you need internet access, there are many businesses that provide free wireless service. Downtown South Bend also provides free wireless for the whole downtown area. The Department of Code Enforcement also has a computer available for use as well as a paper form you may use to register up to 4 properties per owner. The form is available on our website: <https://www.southbendin.gov/government/departments/code-enforcement> .

Q: Do I have to register a property if it is a duplex or multi-unit and I (the owner) occupy one of the units?

A: Yes, you still have to register.

Q: Can I use a P.O. Box as an address?

A: No, you must provide an actual personal or business physical property address. You may provide the P.O. Box as additional/supplemental information.

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Q: What if I sell the property?

A: The new owner/landlord must register the property with Code Enforcement within thirty (30) days of the transfer of ownership. The transfer of ownership date will be the date the property transferred. Previous owner/landlord is not entitled to a refund. Failure to update registration is subject to a civil penalty of \$300.

Q: I don't have an e-mail address. How can I register?

A: You will need to create an e-mail address. There are many free e-mail programs online to quickly and easily create one.

Q: Where does the money go for this program?

A: Registration fees go into a Landlord Registration Fund that will be allocated to help cover the cost of the program. Civil penalty monies received will be allocated for the replacement of curbs and/or sidewalks.

Q: What happens if I don't register?

A: Failure to register will result in a \$300 civil penalty for each rental unit or rental unit community in violation.

Q: What happens if I provide false information?

A: A civil penalty of \$500 will be assessed for the first offense. Any subsequent offense will be referred to the St. Joseph County Prosecutor's Office.

Q: What is a civil penalty?

A: A civil penalty is a financial penalty imposed by a government agency to enforce regulations. Once assessed, a civil penalty is a lien placed on your property tax bill.

Q: How will I know I am in violation and subject to a civil penalty?

A: A notice of violation will be issued to the owner or landlord or designee (as registered online) by first class mail and/or certified mail.

After 30 days from the receipt of notice have passed and the owner/landlord has failed to cure the violation(s), the appropriate civil penalties will be assessed.

You will see the civil penalty assessed on your tax bill.

Q: Where do I find my tax identification number/state parcel identification number?

A: There are a few easy places to find this information:

- Your tax bill will have the information.
- The County Assessor's website found here (copy and paste): <http://in-stjoseph-assessor.governmax.com/propertymax/>
- Online South Bend GIS found here (copy and paste): <http://www.arcgis.com/home/webmap/viewer.html?webmap=3c4167b7da06438a8843ef5a15777888&extent=-86.2403,41.6514,-86.2244,41.6586>

Q: Is the public able to see who has registered and their information?

A: No. However, a public records request would require we release the information.

Q: Will my information be stored for next year?

A: No, you will need to type in the information.