



# Rental Safety Verification Program

## Request for Exemption

Certain residential rental properties in the City may be exempt from Rental Safety Verification Program (RSVP) inspection requirements.

To be considered for exemption, your property must meet one of the exemption reasons listed below.

*Supporting documentation must be submitted or the request will not be considered.*

### Owner Information

First Name		Last Name	
Business Name (if applicable)			
Address	City	State	Zip Code
Work Phone	Cell Phone	Email	

### Property Manager Information

First Name		Last Name	
Business Name (if applicable)			
Address	City	State	Zip Code
Work Phone	Cell Phone	Email	

### Reason for Exemption (supporting documentation MUST be provided to be considered)

Please check all that apply:

- Property was built in the last 10 years;
  - ✓ Submit documentation showing construction date
- Property was inspected by a licensed home inspector in the last 3 years (to complete a real estate transaction);
  - ✓ Submit copy of inspection
- Property was inspected within last 12 months by: HUD, IHCD, federal or state agency, financial institution, insurance company in Indiana, or inspector who is a registered architect or professional engineer (and not employed by owner or landlord)
  - ✓ Submit inspection report verifying safety and habitability
- Property is managed by professional real estate manager;
  - ✓ Submit inspection report verifying safety and habitability
- Property received a private inspection.
  - ✓ Submit copy of inspection verifying safety and habitability

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## Property Information

State Parcel # *	Prop #	Prop Dir	Prop Street	Prop Suf	Unit #	Prop Zip	Total # Units (Apt Bldgs)	Year Built
<i>Example:</i> 71-08-12-152-005.000-026	227	W	Jefferson	Blvd	1300S	46601	140	1956

\*State Parcel Numbers can be found using the search field in the upper left of this map: <https://bit.ly/2B09p3Z>

\_\_\_\_\_  
Printed Name of Requestor Title of Requestor

\_\_\_\_\_  
Signature of Requestor Date

**Please submit completed request and documentation to:**  
Department of Code Enforcement, 227 W. Jefferson Blvd., Suite 1300, South Bend, IN 46601  
~ or ~ <mailto:rentalsafety@southbendin.gov>