



Code Enforcement - Landlord Registration - 2020

NOTE – Registration is intended for property OWNERS only. If you are a property manager, or other agent for the owner, please instruct the property owner to complete the registration.

Business Owner Contact Information

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

Property Manager Contact Information *(if applicable)*

Please provide all property managers as listed on tax documentation

First Name:		Last Name:		
Business Name:		Work Phone:		
Address:	City:	State:	Zip Code:	
Cell Phone (optional):	Email:			

(continued on reverse)

Property Information

A maximum of 4 properties may be registered by paper.

State Parcel Number <i>(ex: 71-00-00-000-000.000-026)</i>	Street Number	Direction <i>(N, S, E, W)</i>	Street Name	Street Type <i>(St, Ave, Blvd, etc.)</i>	Zip Code
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Fee Payment

The fee to register is \$5 per owner (not per property). Please submit a check for \$5 made payable to Code Enforcement along with this completed form.

Registration Affirmation

Read the disclaimer below and sign to complete the registration.

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this registration are true, complete, and correct and that no material information has been omitted.

I affirm that the rental units, the real property of which the rental units are a part, and any other rental unit property owned or registered by the owner in the City of South Bend are not subject to any un-remediated citation of violation of the state and local codes and ordinances.

I affirm that there are no delinquent payments of real property taxes, assessments, or penalties (other than those that are the subject of an ongoing appeal or bankruptcy proceedings) with respect to the property, or any other rental unit property owned or registered by the owner in the City of South Bend.

Signature

Date

Name (Print)

Please mail application to: Code Enforcement, 227 W. Jefferson Blvd., Suite 1300, South Bend, IN 46601-1830