



Vacant & Abandoned Property Registration

City of South Bend, Indiana

This form must be completed by the property owner or other responsible party.
If you need assistance, please call (574) 235-9486 or fax to (574) 235-7703.

Please print clearly.

Property Information

Address: _____
Number Street Name # of Units in Building

Owner's Information

Full Name: _____

Address: _____
Number Street Name City State Zip Code

Phone Number: (____) _____ E-mail Address: _____

Property Manager's Information (Owner must designate an individual if he/she does not live within 50 miles of the property.)

Full Name: _____

Address: _____
Number Street Name City State Zip Code

Phone Number: (____) _____ E-mail Address: _____

Responsible Party's Information (Fill in if owner is a corporation, bank, mortgage company, land trust, or business entity.)

Full Name: _____

Address: _____
Number Street Name City State Zip Code

Phone Number: (____) _____ E-mail Address: _____

Annual Fee Structure

- Single Family Property (not more than 3 residential units) = \$300 per property
- Multi-Family Property (more than 3 residential units or non-residentially zoned) =
 - \$500 per property for the first year
 - \$750 per property for the second year
 - \$1,000 per property for the third+ years

I hereby certify that I have examined this Vacant & Abandoned Building Registration form and that, to the best of my knowledge and belief, it is true, accurate, and complete. I am aware that failure to provide adequate information or failure to maintain the property according to the South Bend Municipal Code Section 6-37.1 will subject the owner(s) of the registered building to fines.

Signature

Printed Name

Date

Mail your completed form(s) to:

**Neighborhood Services & Enforcement, V&A Registration
1300 County-City Building, 227 W. Jefferson Blvd., South Bend, IN 46601**