

**PUBLIC RECORDS (APRA) REQUEST
CURRENT PROPERTY OWNER REQUEST
DEPARTMENT OF NEIGHBORHOOD SERVICES AND ENFORCEMENT
CITY OF SOUTH BEND**

Name of Requesting Party:			
Address of Requesting Party:		City:	State:
			Zip:
Telephone:	Date of Request:	Time of Request:	Submitted (check one):
			<input type="checkbox"/> In Person <input type="checkbox"/> Mail, Email or Facsimile
Email of Requesting Party:		Signature of Requesting Party:	
Property Address of Information Requested:			
Records Requested. Use the back of form if additional space is needed.			
_____ List of Violations _____ Hearing Results _____ Copies of Pictures _____ Outstanding Invoices* <small>* Invoice records do not constitute a payoff. If you require a payoff of all assessments, please complete a "payoff request form" with the Department of Code Enforcement.</small>			
Check one: I request to <input type="checkbox"/> INSPECT or <input type="checkbox"/> BUY copies of the records requested.			

PLEASE BE ADVISED:

Current property owners may inspect and buy copies of the following records for properties that they own without prior review by the legal department:

- 1) current active violations, 2) most recent hearing results, 3) pictures of violations, and 4) outstanding invoices**

If the property is in anyone else's name, business, or LLC, the requester **MUST** fill out the standard APRA request form and receive approval by the legal department.

If the requested records relate to prior owners, the requester **MUST** fill out the standard APRA request form and receive approval by the legal department.

All requesters must present valid photo identification at the time of the request in order for the Department of Code Enforcement to verify that he/she is the property owner.

***** DEPARTMENTS MUST SUBMIT REQUESTS TO THE LEGAL DEPARTMENT *****

CITY OF SOUTH BEND USE ONLY

Request Received By:	Signature:
	Released On:
Department Comments:	
<hr/> <hr/>	