

Obtaining Tax ID Number and Verifying Property Ownership Information

Using the City of South Bend's Online Geographic Information System (GIS)

GIS is an interactive mapping system that allows for the display of city parcel information, including property ownership and other geographic information within South Bend. To access the City's online GIS system:

- Go to the city of South Bend's Web site: www.SouthBendIN.gov.
- Select **Online Services**.
- Select **GIS Interactive Mapping**.
- Select **Search**, then **Search by address**.
- Use an address that is close to the vacant lot in question. For example, if the lot is adjacent to your property, use your address.
- When the address is found, the parcel will be outlined in a light blue color.
- Use the **Identify Tool (i)** to select and display property information, including the Tax ID Number for any of the properties.
- If the City is listed as the owner of the property, please contact the Division of Community Development for more information on the possible purchase of the lot or complete and return the attached Application for Purchase or Temporary Use of City-Owned Property.

Questions & More Information:

If you have any questions regarding the application process, please contact:

Division of Community Development
1200 County-City Building
227 W. Jefferson Boulevard
South Bend, IN 46601
574.235.9660



Procedures and Application for Purchase or Temporary Use of City-Owned Vacant Lots



Department of Community & Economic Development

1200 County-City Building
227 W. Jefferson Boulevard
South Bend, IN 46601
574.235.9660

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PROCEDURES FOR PURCHASE OR TEMPORARY USE OF CITY-OWNED VACANT LOTS

This brochure explains the procedures (in accordance with Indiana Code 36-1-11) involved in applying for purchase or temporary use of City-owned vacant lots. For your convenience an application is enclosed. To apply, you must know the Tax ID Number of the desired vacant lot(s). Please refer to the "Obtaining Tax ID Number and Verifying Property Ownership Information" section of this brochure for instructions. To complete any of the processes listed below will require at least three months. For assistance in completing the application, you are encouraged to contact the Division of Community Development by calling 574-235-9660.

Listed below are three scenarios. The City follows a specific process for each. Determine which applies to you and complete the attached form as indicated.

1

If you are interested in acquiring a City-owned vacant lot whether or not the lot is adjacent to your property:

1. Complete attached application and mail with a check for \$100 payable to the City of South Bend (for advertising and deposit fee).
2. Application received by the Board of Public Works.
3. Application sent by the Board of Public Works to various City departments for review and recommendation.
4. The Division of Community Development performs the following functions:
 - Determines if an appraisal is required (only when property is assessed over \$2,000).
 - Obtains appraisal if necessary.
 - Determines if applicant is current on property taxes.
 - Informs applicant of minimum bid required for the sale of the property.
5. Request for bids advertised in the newspaper.
6. Notice sent to adjacent property owners.
7. Sealed bids received from interested parties.
8. Determination of sale to most appropriate bidder (might not be applicant with initial interest). A preference is given to abutting landowners.
9. Purchase Agreement and Award Letter sent to successful bidder.
10. Public works receives signed Purchase Agreement and payment from successful bidder.
11. City prepares and records deed; Public Works mails deed to successful bidder.

2

If you are interested in acquiring a City-owned vacant lot and you represent an *Indiana Nonprofit Corporation*.

1. Complete attached application and mail to the Board of Public Works.
2. Application received by the Board of Public Works.
3. Application is sent by the Board of Public Works to various City departments for review and recommendation.
4. Recommendations are received and approved by Mayor.
5. Purchase Agreement and Award Letter are prepared and sent.
6. Transfer of deed takes place.

3

If you would like to *temporarily use* City-owned vacant lots:

Temporary use of City-owned property is permitted in some circumstances, such as cultivating a community garden or holding a neighborhood gathering.

Please use the attached application for request of use of vacant property. No deposit is required.

All questions regarding the use of City-owned vacant lots should be directed to the Division of Community Development.

**Application to Purchase/
Request for Temporary Use
of City-owned Property**

Clerk of the Board of Public Works
City of South Bend
227 West Jefferson Blvd
County-City Building, Room 1316
South Bend, IN 46601

I am interested in (circle one) 1) Purchasing 2) Temporary Use
of a vacant lot or lots owned by the City of South Bend. The lot (s) is/are as follows:

Parcel 1

Tax ID Number: _____ Address: _____

I own property next to this lot Yes _____ No _____

Parcel 2

Tax ID Number: _____ Address: _____

I own property next to this lot Yes _____ No _____

The reason for my interest in this/these lot (s) is to:

I understand that there is a public bidding procedure that the City of South Bend must follow for the sale of city-owned property, and I further understand that in addition to the purchase cost, there is the cost of advertising in the newspapers, both of which I am responsible for if I am the successful bidder. I am posting the required \$100 deposit fee payable to the *City of South Bend* with this request . If I am the successful bidder, the \$100 deposit will be applied towards the total sale price. If I do not submit a bid on the lot or lots, and if no other bids are submitted, I will forfeit the \$100 deposit, which will be applied to advertising and staff costs. *There is no deposit required for a request for the temporary use of City-owned property.*

I further represent that I do not currently owe any delinquent taxes, assessments, penalties, interests, or costs attributed to a tax sale of real property, either in St. Joseph County or in any other County in the State of Indiana.

You may reach me at (Please Print):

Street Address: _____ City & Zip: _____

Phone Number: _____ Printed Name: _____

X _____
Signature