

## PROCEDURES FOR PURCHASE OF CITY-OWNED VACANT PROPERTIES

State law outlines procedures for disposing of property owned by local government. These procedures vary considerably based on several factors. One factor is which entity of the City of South Bend owns the property—the Board of Public Works, the Redevelopment Commission, the Redevelopment Authority, or the Park & Recreation Department. Once you've identified that the property is owned by the City\*, we suggest emailing [djenning@southbendin.gov](mailto:djenning@southbendin.gov) or calling Debrah Jennings of our Department of Community & Economic Development at 574-235-5826 for assistance. She will then let you know how to proceed. It is very likely it will take at least three months to complete the process.

One of the most frequent requests is to purchase a vacant lot abutting one's own property. If the property in question is owned by the Board of Public Works, has an assessed value of less than \$6,000 and the abutting property owner is current on all property taxes s/he owns, this can be a relatively easy process—though we do need to follow certain procedures as follows

1. Complete attached application and mail to:  
  
Clerk, Board of Public Works  
1300 County-City Building  
227 W. Jefferson Blvd.  
South Bend, IN 46601
2. Application sent by Clerk of the Board to various City departments for review and recommendation.
3. The City will perform the following functions:
  - Determines which process must be followed for the property of interest.
  - Determines if an appraisal is required (only if assessed over \$6,000.)
  - Obtains appraisal if necessary.
  - Determines if applicant is current on property taxes.
  - Informs applicant of minimum bid required for the sale of the property.
4. Request for bids advertised in newspaper.
5. Notice sent to abutting property owners.
6. Sealed bids received from interested parties.
7. Determination of sale to most appropriate bidder (might not be applicant with initial interest). A preference is given to abutting landowners.
8. Purchase Agreement and Award Letter sent to successful bidder.
9. Clerk of the Board receives signed Purchase Agreement and payment from successful bidder.
10. City prepares and records deed and mails deed to successful bidder.

\*To find property owner of record, you may want to use [www.Macoggis.com](http://www.Macoggis.com) or contact County Assessor for assistance.

## Application to Purchase Vacant City-owned Property

Clerk, Board of Public Works  
City of South Bend  
1300 County-City Building  
227 W. Jefferson Boulevard  
South Bend, IN 46601

I am interested in purchasing a vacant lot or property owned by the City of South Bend. The property is as follows:

Tax ID Number\*: \_\_\_\_\_

Address\*: \_\_\_\_\_

I own property next to this property:     Yes     No

The reason for my interest in this property is to:

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I understand that there is a public bidding procedure that the City of South Bend must follow for 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, and the cost of recording the deed, all of which I am responsible for if I am the successful bidder.

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**

\*To find key number or property address next door, you may want to use [www.Macoggis.com](http://www.Macoggis.com) or contact County Assessor for assistance.