

City of South Bend
VACANT & ABANDONED PROPERTY DONATION FORM

Please write clearly. Applications that are not legible will not be processed. If you have any questions about the application or process please contact Elizabeth Maradik at (574)235-5821 or emaradik@southbendin.gov.

Submit completed donation form to: *City of South Bend Department of Community Investment*
Attn: Elizabeth Maradik
227 W. Jefferson Blvd, Suite 1400S
South Bend, IN 46601

Contact Information for Owner of Record / Potential Donor:

Owner of Record / Donor(s): _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone () _____ - _____ Work Phone () _____ - _____ Cell Phone () _____ - _____

Email Address: _____

Property Information:

Property Address: _____ South Bend, IN, 466 _____

Does Applicant Own Property? Yes ___ No ___ If yes, for how long? _____

Does the property have a structure on it (i.e. house, garage, shed)? Yes ___ (describe _____) No ___
If it has a house, is it occupied? Yes ___ No ___

How was the property acquired? ___ Conventional/Private Sale ___ Tax Sale/Commissioner Sale
___ Other (explain : _____)

Is the property current on property taxes? Yes ___ No ___ Unsure ___

Is there an unpaid lien against the property (such as mortgages, federal tax lien, etc.)? Yes ___ No ___
If yes, describe _____

Does the property have current / cited code violations? Yes ___ No ___ Unsure ___

Does the property have an affirmed demolition order through the City of South Bend's Dept. of Code Enforcement? Yes ___ No ___ Unsure ___

Does the proposed donation include a cash donation to assist with maintenance, repairs and/or demolition?
Yes ___ No ___ If yes, in what amount? \$ _____

Please provide a copy (not original) of the recorded deed that indicates the applicant is the property owner. If you do not have a copy of the recorded deed, one is available through the St. Joseph County Recorder, located on the 3rd floor of the County-City Building, 227 W. Jefferson Blvd., in downtown South Bend. For questions, the St. Joseph County Recorder can be reached at (574) 235-9525.

APPLICANT’S CERTIFICATION AND AUTHORIZATION

1. I/We understand that by submitting a donation form we are requesting the City of South Bend accept my/our property at no cost to the City.
2. I/We understand that the City of South Bend has the right to accept or not accept the donation of a property based on its internal review of the property in question.
3. I/We understand that the City of South Bend cannot provide a tax deduction letter for the donation of a property.
4. I/We understand and agree that the City of South Bend will need to secure and verify documents supporting my/our request for donation.
5. I/We agree to supply the City of South Bend with all information requested and give them authorization to verify all information contained in my/our application or any other documents required in connection with this program.
6. I/We agree that should the City not have interest in accepting the donation of my/our property, the City may share provided information with other entities which may have interest in the donation. In these instances, the other entity and I/we would be responsible for reaching an agreement related to the transfer of property.
7. I/We agree that this information may be reproduced or photocopied and a copy shall be effective consent as the original signed form.

All property owners listed on the deed must sign below.*

Owner of Record / Donor Signature

Date

Owner of Record / Donor Signature

Date

* If the owner of record is deceased, the person(s) and/or entity with the legal authority to donate may sign the donation form, but must provide documentation of authority to sign on behalf of the deceased.