



South Bend Common Council

227 West Jefferson Boulevard, Room 441, Downtown South Bend, Indiana 46601

NEWS RELEASE

Date: September 15, 2016

From: Council President Tim Scott

Contact: 538-1936

South Bend Landlord Registration Program Begins Today

Today, South Bend’s Landlord Registration Program will begin. All owners or landlords of rental units within the city will be required to begin registering with the Department of Code Enforcement. The new regulations are the result of a collaborative efforts earlier this year, which culminated with the Common Council passing Ordinance No. 10427-16 on May 9, 2016. It was signed into law the next day by Mayor Buttigieg.

Registration is user-friendly. Such owners and landlords can use forms prescribed by the Department of Code Enforcement. Registration for this year only, has been **extended until Friday, December 30, 2016**. Annual registration and renewals thereafter must be done by September 1st. Individuals may access information by going to: **southbend.in.gov/code** in the City’s Department of Code Enforcement section of the City’s website “**Landlord Registration and Code Case Lookup**”. The portal also includes a link to download the registration walk-through PDF.

Only one (1) registration fee of five dollars (\$5.00) is required for all rental units located in a rental unit community. Registration of all rental units owned or operated by a landlord, even those not a part of a rental unit community, may be registered for the \$5.00 fee, *if* they are all registered at the same time.

All payments of fees will be deposited into the Landlord Registration Fund, which is a non-reverting fund. Such funds collected will be used to reimburse the costs actually incurred, which are related to the Landlord Registration Program.

In the interest of maintaining up-to-date information, owners and landlords are also required to update data within thirty (30) days of a change in ownership with the Department of Code Enforcement. We will be able to measure the success of the program by tracking performance measures, which will be part of the department’s Annual Report, which is a public document.

As of December 2015, 43.3% of the housing units in South Bend were reported by the U.S. Census Bureau to be rental units. The Landlord Registration Program has been developed to foster improved communication and the exchange of information among landlords, tenants and the South Bend community.

With the implementation of the Landlord Registration program, we are aiming to enhance housing quality and neighborhood stability. The City’s website will provide more information on the program as we continue to proactively reach out to the vibrant South Bend community.

#####