



South Bend Common Council

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



NEWS RELEASE

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From: Council President Tim Scott

Contact: 574-538-1936

2016 Landlord Registration Deadline Approaching

South Bend's Landlord Registration program has been well underway since early this fall. The Landlord Registration program is a collaborative effort of the South Bend Common Council and City Administration to enhance housing quality and neighborhood stability. As you know, all owners or landlords of rental units within City limits are required to register their properties with Code Enforcement facilitating improved communications and exchange of information between landlords, tenants and the community. The deadline for this year's registration is quickly approaching! The last day to register without penalty is **December 30, 2016**.

A one (1) time registration fee of five dollars (\$5.00) is required and covers *all* rental units owned, *if* they are all registered at the same time.

Registration is simple and user-friendly, so be sure to register before time runs out. Individuals needing to register may access information by going to: southbendin.gov/code in the Department of Code Enforcement section of the City's website under "Landlord Registration and Code Case Lookup". The portal also includes a link to download the registration walk-through guide.

There is a penalty of \$300 for failing to register rental property appropriately pursuant to the *South Bend Municipal Code § 6-42*. Incomplete registration submissions are subject to a civil penalty fine of \$100. Furthermore, those providing false information or deliberate misinformation are subject to \$500 in civil penalties on the first offense, and subsequent offenses will be referred to the St. Joseph County Prosecutors Office for appropriate action.

Any questions, concerns, or problems registering your property can be referred to the Department of Code Enforcement, or the Office of the City Clerk.

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