

February 26, 2018

**RE: CODE ENFORCEMENT PROPERTY VIOLATION
RECORD:
PROPERTY ADDRESS: SOUTH BEND, IN,**

Dear Property Owner:

You were previously sent a list of code violations on , for your property at the above mentioned address. A recent inspection revealed that the repairs have not been completed.

If these repairs are not completed within **48 hours** of the date on this letter, the Department of Code Enforcement will take further action to resolve these problems by ordering you to attend a Code Enforcement Hearing. At the hearing, it will be necessary for you to explain to the Hearing Officer why the repairs have not been made.

In addition, the City may ask that a \$5,000 civil penalty be imposed against you for willfully failing to complete repairs. At the end of the hearing, the Hearing Officer will make a decision regarding the imposition of the civil penalty.

We request your full cooperation in completing the necessary repairs to this property so that further action by this department is not required.

Sincerely,

A handwritten signature in blue ink that reads "Randy Wilkerson". The signature is written in a cursive style and is placed on a light pink rectangular background.

Randy Wilkerson
Director of Code Enforcement