

February 26, 2018

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

Dear Property Owner:

A recent inspection revealed that your property is in disrepair or may be a public safety hazard. In a continued effort to improve the quality of life in our community, we ask that you complete the necessary repair(s) by February 27, 2018.

Please contact your neighborhood inspector, within 24 hours to discuss the requested repair(s). Refer to the attached list of property maintenance violations for information on the necessary repair(s) for the structure(s) below:

Structure(s):

Your neighborhood inspector will re-inspect your property in 24 hours to assess the progress of repairs. If you have not corrected the violation(s) then it may be necessary for the Department of Code Enforcement to issue a Vacate and Seal Order and/or ticket(s) for failure to repair. The Department may also submit an order to repair which: (1) establishes a date for completion of repairs and (2) orders you to attend a hearing to explain to the Hearing Officer why you have not corrected the violations.

Please notify our office in writing if there are other parties who have a substantial interest in the property, such as a land contract buyer or a mortgage company. If you are in the process of transferring the property, please let us know so we can communicate with them.

A building permit may be required before you make the necessary repairs to your property. Permits are obtained in the Building Department office at 125 S. Lafayette Blvd., Suite 100, South Bend, Indiana, 46601. To determine the type of permit(s) required for the repairs to be made to your building, please visit the Building Department or call 311.

We thank you in advance for your cooperation and continued support in making South Bend a city that thrives.

Sincerely,



Randy Wilkerson
Director of Code Enforcement

NEXT STEP:

Contact your neighborhood inspector within 24 hours to discuss your repairs. If you leave a voicemail, be sure to give your name, phone number, property address, and email (if you have one).

**What is a
Vacate and Seal Order?**

An order that prohibits occupancy of a property. Repairs to the property may still be completed.

**What is the role of Code
Enforcement?**

The Department of Code Enforcement is responsible for upholding environmental, housing, and zoning ordinances in the City of South Bend, Indiana.