

DIRECT SALE REQUEST GUIDELINES FOR TAX-FORECLOSED PROPERTY

A complete Direct Sale Request **must** include the following (incomplete requests will **NOT** be considered):

- A signed original “Direct Sale Request Form”;
- A signed original letter of interest;
- A signed original “No Title Policy Statement” (Attachment A);
- A signed original “No Conflict of Interest Statement” (Attachment B);
- A signed original “No Outstanding Judgments or Taxes Owed Statement” (Attachment C);
- Copy of Recorded Deed and/or Plat which can be found on the County Clerk’s site at <https://tarrant.tx.publicsearch.us/search/advanced> or you can visit the Tarrant County Courthouse Deed Records at 100 E. Weatherford Street, Fort Worth, Texas 76102;
- Copy of the Tarrant Appraisal District’s printout (found at <http://www.tad.org/>); and
- Copies of signed and sealed surveys, maps and/or title commitments – if available or upon request.
IMPORTANT: The City does not conduct surveys and/or provide surveys on tax-foreclosed properties.
- Any incurred expenses by the interested buyer **are not reimbursable** by the City of Fort Worth.
- Court Costs and Program Fees are incorporated into the total purchase price. **In addition, Purchaser is required to pay post-judgment taxes directly to the County Tax Assessor/Collector upon approval of a sale.**

LETTER OF INTEREST MUST INCLUDE THE FOLLOWING:

- Name, mailing address, and phone number of the interested buyer. **If purchasing in a company name please provide Articles of Incorporation and/or Secretary of State Documentation (Signatory Authority) showing that the person signing this form has authority to conduct such business for the entity;**
- Property address and legal description of the subject property;
- Expressed interest in purchasing the property directly;
- Specific plans for development or how the property will be utilized; and
- Current appropriate zoning information (can be found at: <https://oneaddress.fortworthtexas.gov/>).

OTHER IMPORTANT INFORMATION

- All tax-foreclosed property is subject to the “right of redemption.” Please reference the Texas Property Tax Code Chapter 34 (Tax Sales and Redemption) [TAX CODE CHAPTER 34. TAX SALES AND REDEMPTION](#)
- Buyers are responsible for paying any post-judgment taxes that may be owed on the property **in addition to** the estimated purchase price provided.
- Tax-foreclosures are closed in-house, but Buyer can contact a title company if a title policy is desired.

TAX-FORECLOSED PROPERTY
DIRECT SALE REQUEST FORM

PLEASE FORWARD YOUR SUBMITTAL TO:

**City of Fort Worth Property Management Department
Real Estate Division – Tax-Foreclosed Property
100 Fort Worth Trail, 10th Floor
Fort Worth, Texas 76102**

Property Address: _____ TAD Account # _____

Legal Description: _____
(Addition, Block & Lot OR Survey, Abstract & Tract)

The City of Fort Worth serves as Trustee for all of the other taxing entities and is responsible for the management and disposition of tax foreclosed property.

All tax-foreclosed properties are subject to the “right of redemption.” Please reference the Texas Property Tax Code Chapter 34 (Tax Sales and Redemption) www.statutes.legis.state.tx.us/Docs/TX/htm/TX.34.htm

Any interested buyer will be required to provide proof of certified funds **including a point of contact from the financial institution** (i.e. Bank letter) for purchasing the property upon notification of the purchase price from City staff.

Special Note: This request does not guarantee you the property. All requests are reviewed for appropriate qualification criteria and sales must be approved by City Council. Incomplete requests will not be considered. This process may take 3-4 months from receipt of all required documentation to complete.

I (We), the undersigned, hereby submit this application to purchase the above tax-foreclosed property, **as-is, without warranty**. I (We) have been informed that it is my (our) duty to perform due diligence to insure the property is without encumbrances, and have accepted this responsibility. I (We) have also been informed that the Buyer(s) will be responsible for paying any post-judgment taxes that may be owed on this property **in addition to** the sales price.

1st Interested Buyer’s Signature

1st Interested Buyer’s Printed Name

1st Interested Buyer’s Email Address

Phone Number

Date

2nd Interested Buyer’s Signature

2nd Interested Buyer’s Printed Name

2nd Interested Buyer’s Email Address

Phone Number

Date

Printed Name **EXACTLY** as it should appear on the deed – If this is a business entity, please include required documentation

Buyer’s Mailing Address

City

State

Zip Code