

DIRECT SALE REQUEST GUIDELINES FOR CITY FEE-OWNED/SURPLUS 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://ccrecordse.tarrantcountytx.gov/RealEstate/SearchEntry.aspx> or you can visit the courthouse at Tarrant County Courthouse Deed Records, 100 E. Weatherford, 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.
- The purchaser will be required to have the property surveyed by a licensed State Certified Surveyor at the purchaser’s expense prior to an appraisal being ordered. We will notify the buyer of when a survey should be ordered if needed.
- The purchaser will be required to select an appraiser from the City approved appraiser list, and payment for the appraisal must be delivered to the Property Management Department Real Property Office, at which time the PMD staff will engage/order the selected appraiser.
- Any expenses incurred by the interested buyer will not be returned or reimbursed by the City of Fort Worth. Purchaser should not order any survey or appraisal until instructed to do so by the City of Fort Worth’s Property Management Department. Expenses including but not limited to: Appraisal, Survey, Title Closing Fees (if applicable), outstanding taxes or curative title expenses.

Letter of interest must include the following information:

- 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;
- Reason for the 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

- Buyer will be responsible for paying any property taxes that may be owed on the property in addition to the sales price, regardless of when accrued. This amount will be collected at closing.
- City fee-owned properties will close at the Title Company and a title policy is recommended.

CITY FEE-OWNED/SURPLUS 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 is governed by Chapter 272 of the Local Government Code when it comes to selling City owned property. Please note that not all City surplus properties qualify for direct sale.

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 Buyer(s), hereby submit this application to purchase the above City fee-owned 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 been made aware that the Buyer(s) will be responsible for paying any accrued property taxes that may be owed on this property and any other related closing costs 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